

EASTERN VIRGINIA CAREER COLLEGE

MASSAGE THERAPY/ESTHETICS SERVICES REQUEST FORM

This form is to be filled out by any organization requesting the services of Eastern Virginia Career College students for a community event. This form must be filled out and returned at least **6 weeks** in advance of the event and accompanied by a letter on the organization's letterhead explaining your request in greater detail.

I am requesting: Medical Massage Therapy students Esthetics students

For: Chair massage Clothed table massage Hand massage Other
(Please explain in letter)

Please supply the following information so we may evaluate your request:

Name of organization:

Location of event:
(Please include address and whether
event is indoors or outdoors)

Purpose of event:

Date, start time, and length of event:
(Please also indicate student arrival time
if much earlier/later than start time)

Estimated # of attendees:

Approximate space available for
student equipment:
(If needed)

Please email this form to carnold@evcc.edu or fax to Cisco Arnold, Director of Medical Massage Therapy, 540-373-4465.