

**LOYOLA CAMPUS RECREATION
GROUP FITNESS INSTRUCTOR REQUEST FORM:**

CONTACT INFORMATION (completed by requestor)

Today's Date: _____

Name of Requestor: _____ Phone Number: _____

Email Address: _____

Full Name of Organization/Campus Group: _____

EVENT INFORMATION (completed by requestor)

Event Name/Type: _____ Location: _____

Date Requested: _____ Time Requested: _____

Alternate Time/Date if applicable: _____

Requested Class Format: _____ Requested Instructor (If known): _____

Class Length: (30, 45, 60): _____

Anticipated Number of Participants: _____

Additional Details: _____

PAYMENT INFORMATION (completed by requestor)

[Please circle or bold the preferred method of payment]

1. Pay Instructor Directly

2. Budget Transfer / Account #:

[Please provide number] _____

Please submit your completed form to Megan Morris at mmorris4@luc.edu to secure a group fitness instructor for your campus event no later than two weeks prior to an event. Preference will be given to events scheduled in advance. All scheduling must be done using this form and with the Campus Recreation department, and not the instructor directly. If you have any questions, please email Megan.