

# Application for Custom-designed Group Program

**TYPE OF PROGRAM REQUESTED:**  
*(Check one)*

- Special English Program (SEP)
- Seminar
- Combination SEP & Seminar

## GROUP INFORMATION

1. **NAME OF GROUP:** \_\_\_\_\_  
Brief Description of Group: \_\_\_\_\_
2. **APPLICANT** (School/Agency/Company Name): \_\_\_\_\_  
Representative/Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email Address: \_\_\_\_\_
3. **CONTACT IN HAWAII** (if any): \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email Address: \_\_\_\_\_
4. **ESTIMATED NUMBER OF PARTICIPANTS:** minimum \_\_\_\_\_ to maximum \_\_\_\_\_ *(Please provide names at least 15 days prior to program start.)*  
Age Range of Group: between \_\_\_\_\_ & \_\_\_\_\_
5. **NAMES/TITLES OF ESCORT(S)/CHAPERONE(S):** \_\_\_\_\_

## PROGRAM INFORMATION

6. **PROPOSED PROGRAM OUTLINE** Begin Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
Time of Day: From \_\_\_\_\_ to \_\_\_\_\_  
Total Number of Program Days/Hours: \_\_\_\_\_ / \_\_\_\_\_  
(days) (hours)

## 7. PROGRAM CONTENT

### SPECIAL ENGLISH PROGRAM

- Standard Program: *English Conversation and Culture*  
*Miscellaneous Request(s):* \_\_\_\_\_
- Custom-designed Program *(Please Describe. Attach additional page if necessary.):* \_\_\_\_\_

### INTERNATIONAL SEMINAR

- Lecture(s) on the Following Topic(s): \_\_\_\_\_
- Special Requests (e.g., campus tour, site visits, lunch): \_\_\_\_\_

## ADDITIONAL SERVICES

PLEASE ARRANGE THE INDICATED SERVICES:

\_\_\_\_\_ On-campus Housing/ Meals *(during the summer only)*  
*(Please fill out the Housing Request Form.)*

\_\_\_\_\_ Airport Pick-up & Drop-off:

ARRIVAL DATE & TIME \_\_\_\_\_ AIRLINE & FLIGHT NUMBER \_\_\_\_\_

\_\_\_\_\_ Extra-curricular Activities (please specify):  
\_\_\_\_\_  
\_\_\_\_\_

## TRAVEL PLANS

WE DO NOT REQUIRE ANY ADDITIONAL SERVICES.

*For your information, here are our travel plans:*

Arrival Date: \_\_\_\_\_

Departure Date: \_\_\_\_\_

Housing Plans: \_\_\_\_\_

Other Useful Information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_