

Request for Coaches & Room for Business Trainings

(The request shall be made 2 working days in advance for formality process)

Written Date : _____

Guest's details : _____

Name & Last name : _____

Position : _____

Workplace : _____

Contact Information : _____

Mobile phone : _____

Email address : _____

Topic : _____

Given on : _____ (date) from _____ hrs. to _____ hrs.

Invitation made by _____ (Student) the BBA office

Remuneration Yes No

Info about audience : _____ no. of students

Room request : Yes No

Requested by : _____ Date _____
(_____)

Approved by (BBA Committee) : _____ Date _____

Remarks : _____
