



HARTNELLCOLLEGE

## 5 W's for CHECK REQUEST

DATE \_\_\_\_\_ PREPARED BY \_\_\_\_\_ DEPT. \_\_\_\_\_

<b>WHO</b> attended ( <i># of each</i> ) Students: # Faculty: # Staff: # Community Members: #	
<b>WHAT</b> ( <i>event name</i> )	
<b>WHERE</b> ( <i>specific location</i> )	
<b>WHEN</b> ( <i>date &amp; time</i> )	
<b>WHY</b> ( <i>please include fund source, i.e., "funded by CTE Community Collaborative"</i> )	

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Date