

Cultural Services Request Form

Please provide as much detail as possible regarding your request in the spaces provided below. Requests **must** be made at least 14 days in advance of the selected date. Please understand that requests will be evaluated based on purpose, meaningful impact and ongoing engagement, and other specific criteria. As such, not all requests can be fulfilled. Please also note that there are proper protocols in inviting Indigenous guests, Elders and Knowledge Keepers to your events, classes, etc. **(Refer to the Acknowledgement Section below)** or refer to our website at <https://www.queensu.ca/indigenous/>.

Personal Information	
Full Name:	
Phone Number:	
Email address:	
Date for requested services:	
Time for requested services:	
Location of requested services:	

Type of Service (check all that apply):

- ☐ Opening and Welcome to Territory (with Smudge)
- ☐ Opening and Welcome to Territory (without Smudge)
- ☐ Smudging Ceremony
- ☐ Ceremony or Circle
- ☐ Workshop Participation or Facilitation
- ☐ Presentation or Panel
- ☐ Meeting Request or Consultation
- ☐ Elder Advice and Guidance
- ☐ Training
- ☐ Walk Talk
- ☐ Other (please specify):

Reason for the Request - Please provide as much information as possible: i.e. conference, lecture, programming, etc.

Reason for request continued (or other relevant information) ...

Please indicate your availability (dates and times) for an initial meeting to discuss the details of your request.

Acknowledgement

As part of your request, specific protocols and procedures **must** be followed when working with or engaging with Indigenous Peoples and communities. Queen's has an internal policy for inviting Indigenous guests For more information, please refer to our website for "[Protocols for Inviting Indigenous Guests](#)".

- ☐ Please check this box to certify that you have read and acknowledge the information above.
(Note: If the above criteria have not been met, your request could be rejected.)

Name (Print):

Signature:

Date: