

Title of Program _____

Date of Program _____

Presenting Inn _____ Inn Number _____

Inn City _____ Inn State _____

Contact Person _____ Phone _____

Email Address _____

Program Summary:

Indicate the legal focus and be concise and detailed in summarizing the content and setup of your program. Attach additional sheets if necessary.

Program Materials:

The following materials checklist is intended to insure that all the materials that are required to restage the program are included in the materials submitted to the Foundation office.

- Did the program use a written script? Yes No
- Did the program material include any newspaper, magazine, or web articles? Yes No
- Did the program material include any copies of citations of law or legal documents? Yes No
- Did the program material include a fact pattern for the program? Yes No
- Did the program material include a list of questions for the program? Yes No
- Did you hand out any materials before or during the program? Yes No
- Did this program use videotape, DVD or other media during the course of the presentation? Yes No
- Did this program use other media such as PowerPoint during the course of the presentation? Yes No

Please include a copy of any of the above existing materials with your program submission.**Specific Information Regarding the Program**Number of participants required for the program _____ Has this program been approved for CLE? Yes No

Roles:

List the exact roles used in the demonstration and indicate their membership category; i.e., Pupil, Associate, Barrister or Master of the Bench.

Role	Membership Category

Agenda of Program:

List the segments and scenes of the demonstration and the approximate time each step took; i.e., "Introduction by judge (10 minutes)."

Item	Time

Recommended Physical Setup and Special Equipment:

i.e., VCR, DVD player, laptop, black board with chalk, easel for diagrams, etc. When submitting video, please indicate the length of all tapes. i.e., 30 or 60 min.

Comments:

Clarify the procedure, suggest additional ways of performing the same demonstration, or comment on the level of audience participation.

Questions:

Please contact Andrew Young at (703) 684-3590 ext 106 or by email at ayoung@innsofcourt.org.

Thank you! Look for your AIC program in the next Program Catalog.