**Checklist for an Approved Sponsor Workshop**

***Needed 45 days BEFORE event:***

Title of Workshop: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date/Time of Workshop: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact person (name/phone #/email): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□ Activity Plan Instructor’s Form

□ Promotional Materials (brochure, flyer, registration form, etc.). Must include:

* Name of event
* Location
* Contact person info
* # of CEUs
* Knowledge level
* ICRID is the approved CMP sponsor for this event
* RID Logos

□ Educational Agenda/Handouts

□ Instructor Resume, Vitae or Bio

□ Once approved, if you want your workshop added to the ICRID website send info to webmaster@icrid.org (this is not done automatically!)

***Within 30 days AFTER the event send:***

□ Activity Report Form (RID Sign in sheet)

□ Evaluation Summary (including comments)

□ Blank Certificate of Attendance (if use your own)