

Check List for an Approved Sponsor Workshop

Needed 45 days BEFORE event:

Title of Workshop: _____

Location (full address and room number:

Contact person (*name/phone #/email required*):

- Activity Plan Instructor's Form

- Instructor Resume, Vitae or Bio

- Promotional Materials (brochure, flyer, registration form, etc.)
 - includes RID logo, ICRID is an approved RID sponsor
 - # of CEUs, level of prior knowledge, professional or general studies
 - Refund and cancellation policy
 - Target Audience as described in the Instructor Form
 - Reasonable Accommodation information
 - A statement identifying the policies on non-discrimination and promoting an environment of mutual respect and free from bias

- Educational Agenda/Handouts

- ICRID will supply: sign in sheet, evaluation form, certificate – you may use your own evaluation and certificate if you prefer

Within 30 days AFTER the event send (electronically or by mail):

- Activity Report Form
- Evaluation Summary (including comments)
- Blank Certificate of Attendance (if use your own)