

Check List for an Approved Sponsor Workshop

Needed 45 days BEFORE event:

Title 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

Within 30 days AFTER the event send:

- Activity Report Form
- Evaluation Summary (including comments)

- Blank Certificate of Attendance (if use your own)