



Program Title _____
Date Presented _____ Inn Year _____
Presenting Inn _____ Inn Number _____
Inn City _____ Inn State _____
Contact Person _____ Phone _____
E-mail Address _____

Please consider this program for the Program Awards: [] Yes [] No This program is being submitted for Achieving Excellence: [] Yes [] No
(Submit within 60 days of presentation.)

Program Summary:

Be concise and detailed in summarizing the content, structure, and legal focus of your program. Please 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. Please check all that apply and include a copy of any of the existing materials with your program submission:

- [] Script [] Articles [] Citations of Law [] Legal Documents [] Fact Pattern [] List of Questions [] Handouts
[] PowerPoint Presentation [] CD [] DVD [] Other Media (Please specify) _____

Specific Information Regarding the Program:

Number of participants required for the program _____ Has this program been approved for CLE? [] Yes [] No
Which state's CLE? _____ How many hours? _____ [] Pending [] Approved

Recommended Physical Setup and Special Equipment:

i.e., DVD and TV, black board with chalk, easel for diagrams, etc.

Comments:

Clarify the procedure, suggest additional ways of performing the same demonstration, or comment on Inn members' response regarding the demonstration.

Program Submission Form

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 item took; *i.e.*, "Introduction by judge (10 minutes)."

Item	Time

Program Awards: *Please complete this section only if the program is being submitted for consideration in the Program Awards.*

Describe how your program fits the Program Awards Criteria:

Relevance: How did the program promote or incorporate elements of our mission? *(To Foster Excellence in Professionalism, Ethics, Civility, and Legal Skills)*

Entertaining: How was the program captivating or fun? _____

Creative and Innovative: How did the program present legal issues in a unique way? _____

Educational: How was the program interesting and challenging to all members? _____

Easily Replicated: Can the program be replicated easily by another Inn? Yes No This program is: Original Replicated

Questions:

Please contact Bry'an Azuekwu at (571) 319-4713 or by e-mail at programlibrary@innsofcourt.org.

Please include ALL program materials. The committee will not evaluate incomplete program submissions.