



Program Title _____
Date Presented _____ Inn Year _____
Presenting Inn _____ 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
(For both Achieving Excellence credit and program award consideration, please 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 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/white board, 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.

Submit this completed form along with all program materials to: programlibrary@innsofcourt.org

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 |
|------|---------------------|
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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 |
|------|------|
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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 inspire the legal community to advance the rule of law by achieving the highest level of professionalism through example, education and mentoring)*

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 us 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.