



Project Title _____

Date/Timeframe _____

Presenting Inn(s) _____ Inn Number _____

Contact Person _____ Phone _____

E-mail Address _____

Project Description:

Indicate the legal focus and be detailed in summarizing the content and setup of your project. Please attach additional sheets if necessary.

Project Materials:

The following materials checklist is intended to insure that all the materials that are required to duplicate this special project are included in the materials submitted to the national office.

- Is there an outline or timeline for this project? Yes No
- Is there any background or research material for this project? Yes No
- Do the project materials include a list of questions for the producers or participants? Yes No
- Did you hand out any materials before or after the project was completed? Yes No
- Does this program use PowerPoint, CD, DVD or other media during the course of the presentation? Yes No

Please include a copy of any of the above existing materials with your project submission.

Special Project Submission Form

Project Timeline:

List the segments of the project and the approximate time each step took. Please try to indicate the amount of planning that is involved and if any special arrangements are required beforehand.

Item	Time

Special Equipment or Special Arrangements:

i.e., VCR 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 the response from the Inn members regarding the demonstration.

Questions:

Please contact Andrew Young at (703) 684-3590 ext 106 or ayoung@innsofcourt.org.