



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 <i>(Please specify)</i> _____ |              |                   |          |

**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](mailto:programlibrary@innsofcourt.org).

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