



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 program library staff at (703) 684-3590 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.**