



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

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 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.

For tips on completing form see:

https://home.innsofcourt.org/AIC/AIC_For_Members/AIC_Program_Lib/Program_Library_Submissions.aspx