

Event Name: \_\_\_\_\_

Sponsor Group(s): \_\_\_\_\_

## CLE Application Checklist

### **Before the event**

- ☐ – Timed Agenda
- ☐ – Speaker Biographies
  - ☐ – At least one lawyer on each panel
- ☐ – Promotional Materials – *MUST include language on appropriateness of event for both categories of attorney*
- ☐ – Original Written Materials
  - ☐ – Bibliography outlining documents for each panel
  - ☐ – We may ask for a weblink/PDF for each document
  - ☐ – Copyright clearance obtained for each document (See guide, page 4)
- ☐ – If fee is charged, Financial Aid policy publicized
- ☐ – No fee charged

### **After the event**

- ☐ – Attendance Sheet showing check-in and check-out data for each attorney seeking credit
- ☐ – Evaluation Forms
- ☐ – Excel document listing each attorney's first and last name, email address, time in, time out, and the amount of credit they are receiving
- ☐ – Any Financial Aid requests (☐ – N/A)