

Regularly Scheduled Series Pre/Post Event Checklist

✓ PRE-SESSION DOCUMENTATION (VIA EMAIL)



<input type="checkbox"/>	Completed disclosure form for each speaker/presenter (6 weeks prior)
<input type="checkbox"/>	Promotional flyer (30 days prior)
<input type="checkbox"/>	Participant evaluation form (30 days prior)
<input type="checkbox"/>	Signed letters of agreement for any commercial support received, if applicable

✓ POST-SESSION REQUIRED DOCUMENTATION REQUIRED WITHIN 30 DAYS OF SESSION

<input type="checkbox"/>	Original sign-in sheets for all attendees
<input type="checkbox"/>	Financial statement signed by course director
<input type="checkbox"/>	Summary of evaluations
<input type="checkbox"/>	Any handout/presentation materials
<input type="checkbox"/>	Copy of check for any commercial support received