  
 **CE Seminar Implementation Checklist**

|  |  |  |
| --- | --- | --- |
| **Check when done** | **Activity to be Done & Key Considerations** | **Comments/Notes** |
| **Schedule Course and Order Booklets** | | |
|  | ***Complete Electronic Scheduling Form***   * Include your home/office address * for hotel event, inform hotel of expected delivery * include hotel address and date of check-in |  |
|  | ***Email Scheduling form to Pfiedler Education***   * Submit to [registrar@pfiedler.com](mailto:registrar@pfiedler.com) and copy [dcg@biocomposites.com](mailto:dcg@biocomposites.com) * Submit 2 weeks prior to event * if need booklet shipment expedited (eg, 1-2 days) email form via email and call Pfiedler Education in Denver, CO @ (720) 748-6144 | Any questions, call Pfiedler Education in Denver, CO @  (720) 748-6144 |
|  | ***Pfiedler Education Will Ship Booklets***   * Pfiedler Education will confirm facilitator education is complete * Goal is to ship orders within 48 hours of receipt of scheduling form * expedited orders depend on stock available * Shipping method is 2-day FedEx and includes: * return instructions * copy of original scheduling form * FedEx return label * FedEx envelope * Contact Pfiedler Education if shipment has not arrived within 2 days of event |  |
| **Day of Presentation** | | |
|  | ***Deliver booklets to attendees***   * Distribute to attendees before or after the presentation * if distributing at beginning, please assign a helper to distribute to latecomers * ***ALL*** attendees should complete the registration and evaluation form in the back of the booklet * Collect both forms at the end of the presentation * *DO NOT* collect the certificate, that is for the attendee to keep |  |
| **Return Forms and Extra Booklets to Pfiedler Education** | | |
|  | ***Return the following in provided FedEx envelope/ shipping box within 5 days***   * Registration form * Evaluation form * Extra booklets * Scheduling form that was included in the shipment * Pfiedler Education uses this to record the event/presenter |  |
| ***What to Do If Event is Cancelled/Rescheduled*** | | |
|  | ***Rescheduled***   * Email revised scheduling form to Pfiedler Education registrar * include rescheduling event and new date * list if you need any additional booklets or no booklets needed   ***Cancelled***   * Email Pfiedler Education Registrar to notify of cancellation * Return unused booklets using provided return label or request for Registrar to email you a return label |  |