

# AST STATE ASSEMBLY WORKSHOP CHECKLIST

State Assembly: \_\_\_\_\_

Date(s) of Workshop: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Please check to make sure all of the materials below are enclosed.

**Submit to AST 120 days (four months) prior to workshop:**

AST Education Workshop Date Request Form

**Keep a copy of this form for state assembly records.** Mail the original to the AST Education Department, 6 West Dry Creek Circle, Suite 200, Littleton, CO 80120 or fax to 303-694-9169.

Certificates of Attendance are provided for program participants.

**Attention State Assembly Contact Person: Do not send the following forms to AST. Keep these on file for your annual report and audit purposes:**

- State Assembly Workshop Checklist
- Educational Program Agenda
- Speaker & Educational Program Content Information
- Educational Program Attendance Record (sign-in sheets)
- Program Participant Evaluation Form
- Summary Report: Program Participant Evaluation Forms
- Postprogram Report



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