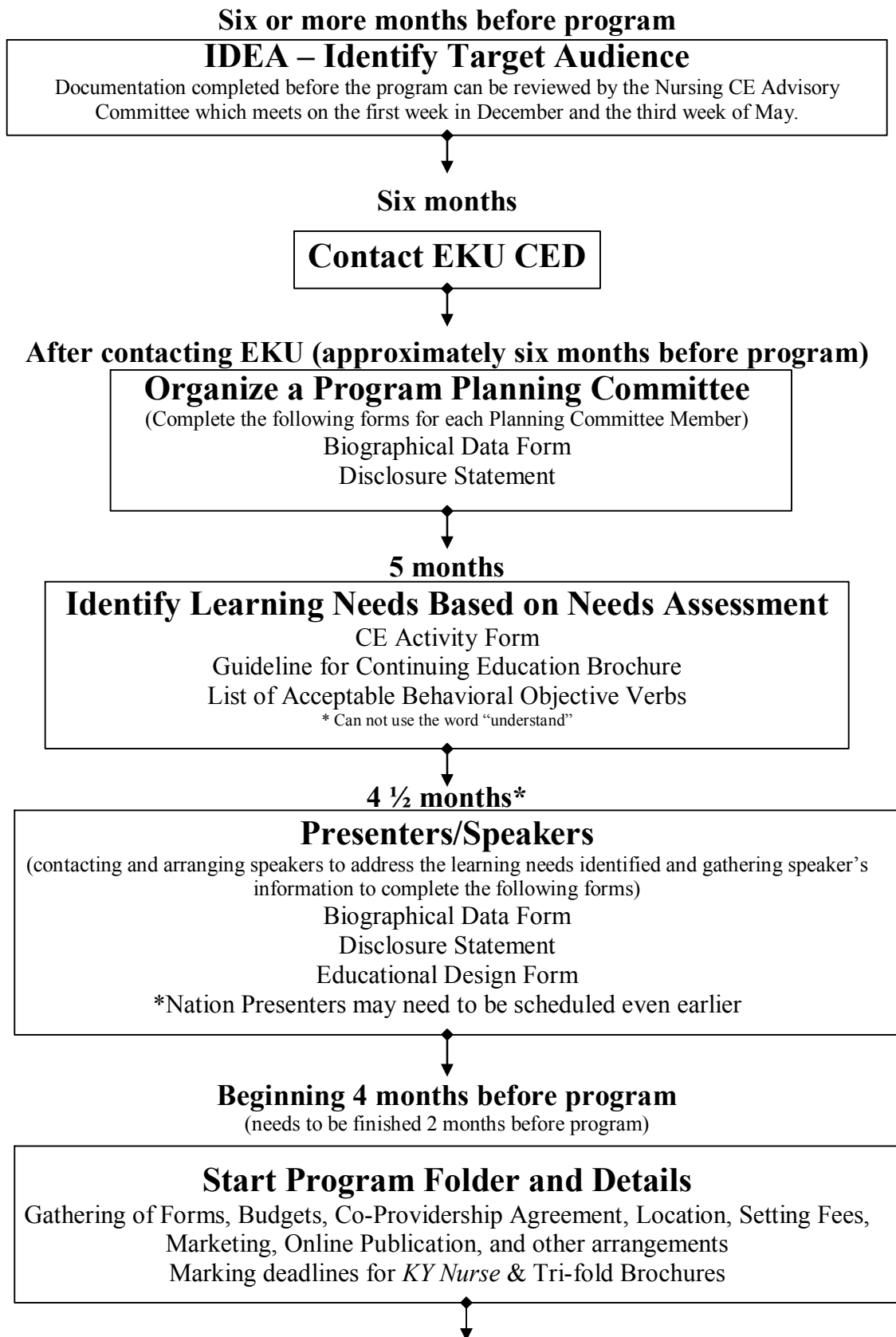


# Program Planning Process for Co-Provided Activity



# Program Planning Process for Co-Provided Activity

**First week of December or the third week of May**

**Review by Nursing CE Advisory Committee**

All documentation prior to this stage needs to be completed for review



**2 months before program**

(ending one week before program)

Marketing Materials must be approved  
Receiving Registrations



**10 days before program**

**Notification of Participants**

**Final Documents**

Sign in Sheets (Sample)

Certificates (Sample)

Evaluations (Sample)

Folders/Handouts



**2-3 week after program**

**Closing of Program Folder**

Running Evaluations/Summary of Results, Paying Honorariums, Room fee's and Catering fee's, Balance Sheet, Checklist and Final Report



**4 weeks after program**

**Data Entry on Annual Report**