

AHEC Veterans Mental Health Project Sample CE Planning Form

- A. Target audience:
- B. Format of CE event (face-face, webinar, etc.)
- C. Length of CE event:
- D. Location of event (specific site):
- E. Projected date of event:
- F. Title:
- G. CE credits to offer:
- H. Potential partners:
- I. Potential speakers:
- J. Financial/registration fee:
 - a. Speaker honorarium and travel (if needed)
 - b. Classroom and AV equipment rental
 - c. Food/meals (if applicable)
 - d. Credit costs (if applicable)
 - e. Duplication/copying handouts
 - f. AHEC Staff travel
- K. Type of marketing materials (Save the Date, Brochures, Flyers, etc)
- L. Timeline for planning:
- M. AV Equipment needed:
- N. Other: