



Co-sponsorship Pre-planning Worksheet

Applicant:

Briefly describe the event:

List speaker(s):

Potential date(s):

Event item	Responsible party - Sponsor	Responsible party- DPA	Comments
CE approval			
Event timing (total days/hours)			
Event location (who will secure location)			
Event location (who will cover expenses for the location)			
Speaker travel			
Speaker lodging (if applicable)			
Speaker fees			
Learning objectives			
Development of brochure and flyer			
Advertising			
Food (specify)			
Registration (ahead of event)			
Onsite registration and event management			
Post-event/CE evaluation			

What fee arrangements are you interested in?

Flat payment to DPA for services rendered (to be determined on a case-by-case basis)

Per registrant co-sharing (DPA receives a negotiated amount per registrant)

Other (describe: _____)

If you have questions or need additional information, contact Kelly Wetzel at 302-574-1574 or DPA at admin@depsych.org or PO Box 718, Claymont, DE 19703.