

VALIDATION WORKSHOP CHECK-LIST

Please fill out this form and return to:

Maria Paterson, email NaomiFeilWorkshops@vfvalidation.org

Today's Date: _____ Workshop Date(s): _____

Name of Sponsor: _____

Address of Sponsor: _____

Contact Name: _____

Work Telephone: _____

Home Telephone: _____ (in case of emergency only)

Contract signed and returned

(please remember that the fee and travel costs should be paid to Mrs. Feil in a US Dollar bank check or cash, no later than the day of the workshop)

Travel arrangements to and from your city:

Pick up from airport by _____ (name and cell phone #)

Mrs. Feil will be brought to the airport/train station by _____ (name and cell phone #)

Mrs. Feil will be brought to and from the workshop site by _____ (name and cell phone #)

Name of Hotel: _____

Address of Hotel: _____

Telephone of Hotel: _____

Reservations made for the nights of: _____

Description of workshop sent to Maria Paterson

DVDs to be used in workshop

Naomi Feil needs to provide the DVD Sponsor has the necessary DVD

Titles: _____

Translator: _____ (name)

Naomi Feil will give her workshop in ENGLISH or GERMAN

Check availability of:

large screen and DVD player- (not a computer) computer with power point pre-loaded

microphone with long cord or cordless microphone card-size table in front

_____ **Expected number of participants**

Arrangements have been made to have the book, "Validation" by Naomi Feil, available during the workshop.