In-service information used for the *Education Connection* course catalog, online registration, clock hour proposal, and calendar of events should be concise, interesting, and consistent.

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| **In-Service Information** | | |
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| **Title** |  | |
|  |  | |
| *Title should be captivating and intriguing, and draw the reader to the first sentence of the description. 75 character limit* | |

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| **Description Part 1 – *Target Audience***  *Identify target audience by group and/or experience level if applicable. (125 characters)* | | | | | |  | | | | | | | | | | |
| **Description Part 2 – *Overview of Topics***  *Use character limit of 690 to generate interest/enthusiasm. Describe: 1) the issue/problem that this in-service focuses on, 2) how this in-service will address the issue/problem, and 3) why this topic is of interest to the attendees (what’s in it for them?).* | | | | | |  | | | | | | | | | | |
| **Description Part 3 – *Learning Targets***  *List measurable benefits/outcomes (learning targets) and ways to implement information. (350 character limit)* | | | | | |  | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| **Minimum Participants** | | |  | | | | | | **Maximum Participants** | | | |  | | | |
| **Preferred Location** |  | | | | | | **Available Date(s)** | | |  | | | **Preferred Time(s)** | | |  |
| **Number of instructional hours** | | | | |  | | | | **Materials/copies provided by** | | | | | Instructor  NWESD | | |
| **Required resources**  *(check all that apply)* | | Computer  Document Camera | | | | | | DVD Player  LCD Projector | | | Microphone  Speakers | | | | Other | |
|  | | | | | | | | | | | | | | | | |
| **Important Information** | | | | | | | | | | | | | | | | |
| *Describe any special needs/resources for the in-service.* | | | | * *Materials (required or recommended; additional cost if applicable)* * *Textbooks* | | | | | | | | * *Web links* * *Alternate type of in-service (video conference, online, webinar)* | | | | |
| *Enter your important information in the box below (360 characters)* | | | | | | | | | | | | | | | | |
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| **Instructor Information** | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| **Instructor Name** | |  | | | | | **Email Address** | | |  | | |
| **Home Phone** | |  | | | | | **Cell Phone** | | |  | | |
| **Mailing Address** | |  | | | | | | | | | | |
| **City** |  | | | | | | | | **State** | WA | **Zip** |  |
|  | | | | | | | | | | | | |
| **Past instructor for NWESD?** | | | | Yes  No | | **If no** | | [Click to submit VITA](https://wwwapps.nwesd.org/vita/vita.php) | | | | |
|  | | | | | | | | | | | | |
| **Additional Instructor(s)?** | | |  | | | | | | | | | |
| **Brief instructor bio for publication** *(350 maximum character limit)* | | | | |  | | | | | | | |

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| For Employee Use Only |

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| **Subtitle** *(if applicable)* |  | | | | | |
| *A subtitle is used only when setting up a conference with breakout sessions.* | | | | | |
| **Is this in-service new or a repeat?** | | New  Repeat | If repeat, prior Event ID# | |  | |
| **Will this in-service be repeated throughout the academic year?** | | | | Yes  No | | |

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| **Reservation** | | | | |
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| **Location** |  | | **Room** |  |
| **Date(s)** |  | **Time(s)** |  | |

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| **Fee Structure** | | | | | | | | | | | | | |
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| **Registration Fee** |  | | | | | | | | | | | | |
| **Is there a member group fee?** | | | Yes  No | | **Group Name** |  | | | | **Fee** |  | | |
| **Is there a promo code?** | | | Yes  No | | **Code Name** |  | | | | **Fee** |  | | |
| **Early registration discount?** | | | Yes  No | | **Register By** |  | | | | **Fee** |  | | |
| **Late registration fee?** | | | Yes  No | | **Register After** |  | | | | **Fee** |  | | |
|  | | | | | | | | | | | | | | |
| **Are there Clock Hours available?** | | | Yes  No | **Number of CH** | | |  | | **CH Fee** | | | | $5.00 | |
|  | | | | | | | | | | | | | |
| **Is there College Credit?** | | Yes  No | | | **Number of CC** | |  | | **CC Fee** | | | $ 0.00 | |
| **Type of CC** | | SPU  WWU  STARS  Other | | | | | |  | | | | | |

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| Assigned Event ID # |  | Account # |  |