SGNA Approver Unit

**Post Activity Checklist**

Thank you for your program submission. Please include this checklist when turning in your post activity to SGNA. Post activity information can be sent via email, fax, or mail. Please make every effort to turn in your post activity in a timely manner after your program has occurred.

Email: cfriis@smithbucklin.com or kliwag@smithbucklin.com

Fax: 312.673.6694

Mail: SGNA Approver Unit

 330 N. Wabash Ave

 Suite 2000

 Chicago, IL 60611

**Program information**

Program Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Program Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Program Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total number of participants: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Disclosure was given at the beginning of the program:

 [ ]  In writing

 [ ]  Verbally by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Included in the packet are the following documents:**

[ ]  Final certificate

[ ]  Evaluation Summary

[ ]  Attendee Roster with Unique Identifiers (email address)

If you have any questions contact Cindy Friis or Kathy Liwag at 312.673.5706.