

## **BROCHURE CHECKLIST**

- \_\_\_\_\_ CME LOGO (UF wordmark)
- \_\_\_\_\_ Learning objectives
- \_\_\_\_\_ Target audience (who should attend)
- \_\_\_\_\_ Official CME statement
- \_\_\_\_\_ Commercial support acknowledgement
- \_\_\_\_\_ ADA statement
- \_\_\_\_\_ Refund policy
- \_\_\_\_\_ Cancellation policy
- \_\_\_\_\_ URL for course brochure / online registration via website

Please send us a draft copy of your brochure or announcement before printing/distribution. You cannot print or mail anything without approval from the CME Office.