



RELATIONSHIP TOOLSHOP® INTERNATIONAL TRAINING INSTITUTE, LLC

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CEU SPEAKER VIRTUAL PROGRAM SETUP REQUEST

Each CE program can be offered in multiple formats. For those that will be offered virtually, (live or set up later as an evergreen (24/7) course) **please fill out this worksheet per program. It already accounts for all formats.**

Name(s) of primary presenter/contact person for virtual setup questions/issues/decisions:

Phone (office): _____ **Mobile Phone:** _____

Email: _____

Program Name: _____

Provide Your Virtual Course Content:

- **Video Recordings:** If you already have videos to set up, provide them with a link to cloud storage or send using [SendThisFile](#) or other free large file sharing program.
- **Handouts:** RTITI can create a secure pdf that prevents screen readers and copying from Word or PowerPoint. Send via email with name of program in subject line and body of email.
- **Quiz if an evergreen online program** will be created from the recording. Quizzes must have:
 - 5 questions per 1 hour of training
 - Questions must be multiple choice or True/False with < 10% T/F.
 - For questions that have multiple answers the questions should include in parenthesis to “select all that apply” so it’s clear there is more than one answer.

LIVE Virtual Program Set-up:

- I will provide the program using my own Zoom
- I want to use RTITI’s Zoom: Please check off if any of the following will be used:
 - Polls (include with outline)
 - Participant Annotations (screen writing)
 - Breakout Rooms
 - Participant screen sharing
 - Whiteboard
 - Other ([See Zoom Options](#)): _____

Evergreen Program Setup:

- Video Recording:
 - Do you want to the live virtual program to be recorded?
 - Do you have any edits you know beforehand will need made? (i.e. breakout sessions need deleted and replaced with an activity for virtual learners)
 - Will these edits change the number of hours of the CEUs provided?

Virtual Training Setup & Mutual Compensation:

- Tuition charged to participants for Initial Live Presentation: \$_____.
- Tuition charged to participants for Evergreen course: \$_____.
- Any discounts? _____ (RTITI can create a coupon code)
- Minimum # of registrations to be a “go”? _____ By when or cancel? (date) _____
- Do you want to add a coaching option to your virtual course? Yes No
 - If yes, provide link to your booking site:
 - Do you want RTITI to set up a fee-based coaching *product* for this program? Yes No
 - If yes, what fee? _____
- Setup Fee to RTITI for Evergreen Course: (Annual members: first 12 hours/year free for annual members + \$75 per course thereafter. Pay-As-You-Go members = \$100 per program) \$ amount _____.
- Any Ala Carte services? (Check box and estimate based on proposed length of CE training program)
 - RTITI provides Producer for your Live virtual webinar/training @ \$30/hour? Est. \$_____
 - Do you want closed captioning? (If RTITI produces and runs the slides, PowerPoint might produce a fairly good closed captioning, but it won't be perfect and won't be editable.)
 - Video editing @ \$100/hour (\$25 per .25 hours blocks) Presenter must provide time-stamped directions of edits needed. Est. \$_____
 - Transcription @ \$50/hour of recording Est. \$_____
 - E-book publication: create secure pdf (no copying/pasting/screen readers), flip book (optional), with full-color 3-D cover, ready for downloading or submitting to Kindle. \$10/page/book (Service by Ambris Publishing, RTITI subsidiary) Est. \$_____

Total Ala Carte fees (total the checked boxes in the ala carte section above): \$_____

Annual Plan members get 25% discount on all ala carte services. -\$_____

How will you pay for ala carte services? Pay Upfront Withhold from speaker payment

You will not be charged for any of the above services until an itemized estimate is approved and payment terms are agreed upon. Please refer to your signed Speaker Agreement for details of payment policies: