



## SECTION SEMINAR/EVENTS CHECKLIST

Please review these options before contacting State Bar staff. Further information on services is available at <http://www.michbar.org/sections/services.cfm>.

Event/seminar title:

Date:

Time:

Event venue:

Note: It is **MANDATORY** that the **SBM** general counsel review any contracts made by the section.

Maximum/minimum attendee estimate:

Maximum capacity of venue:

### CONTACT INFORMATION

Contact person(s):

Telephone:

E-mail:

Other Contacts:

### PUBLICATION INFORMATION IF Y, PLEASE INDICATE THE DATE NEEDED.

Y/N \_\_\_\_\_ **\*Registration Flyer**

Y/N \_\_\_\_\_ Self-Designed Flyer

**SBM cannot process registrations for you.**

Y/N \_\_\_\_\_ SBM Standard Design Flyer (1 page)

One (1) week advance notice required

Y/N \_\_\_\_\_ SBM Special Design Flyer

Three (3) weeks' advance notice required

Y/N \_\_\_\_\_ E-blast of flyer to section (\$75 ea.)

Dates: \_\_\_\_\_

Y/N \_\_\_\_\_ Mail flyer via U.S. mail to section

One (1) additional week notice

Y/N \_\_\_\_\_ **WWW Access to Event**

One (1) week advance notice required

Y/N \_\_\_\_\_ Section website

Y/N \_\_\_\_\_ Front page of site

Y/N \_\_\_\_\_ Calendar/meetings/events

Y/N \_\_\_\_\_ PDF Flyer

Y/N \_\_\_\_\_ Link to external website

Y/N \_\_\_\_\_ Online registration

Y/N \_\_\_\_\_ SBM Main calendar

Y/N \_\_\_\_\_ **\*Press release**

Three (3) weeks' advance notice

Includes publication in the e-Journal

Y/N \_\_\_\_\_ **Bar Journal**

75-word limit, six (6) weeks' advance notice

Y/N \_\_\_\_\_ **Advertising to other sections**

Y/N \_\_\_\_\_ Section leaders listserv

Y/N \_\_\_\_\_ **The following must have written proof of permission from chairperson of each section for the following:**

Y/N \_\_\_\_\_ E-blast (\$75.00 per section)

**Costs charged to your section**

Y/N \* \_\_\_\_\_ Mail flyer via US Mail

**Printing and mailing costs charged to your section**

Sections: \_\_\_\_\_

Y/N \_\_\_\_\_ **Imprintables:** Giveaway items imprinted with Section's name. Four (4) weeks' advance notice. Sections are required to adhere to SBM design standards. You must provide the details of your request in writing to [handerson@mail.michbar.org](mailto:handerson@mail.michbar.org).

\* Starred items indicate an additional cost for services.

---

## REGISTRATION & MATERIALS

Please provide the following information:

Registration deadline: \_\_\_\_\_

Contact for questions: \_\_\_\_\_

Contact phone/email: \_\_\_\_\_

\_\_\_\_\_

### Registration Processing

Y/N Registrations processed by SBM  
*Requires pre-approval of registration form*  
Options located in second column

Y/N Registrations will be processed by a party other than the SBM, and I understand that none of the registration processing services will be available to my section.

Contact information for processor:

Name: \_\_\_\_\_

Phone/Email: \_\_\_\_\_

\_\_\_\_\_

Forms for deposit to section account:

<http://www.michbar.org/generalinfo/pdfs/CheckTransmittalForm.pdf>

<http://www.michbar.org/generalinfo/pdfs/CreditTransmittalForm.pdf>

### Materials Processing:

**\*E-Materials:** One (1) week advance notice

Y/N Sent to registrants by email \_\_\_\_ days before seminar

Y/N Placed on web for download  
\_\_\_\_ Before seminar \_\_\_\_ After seminar

**\*Print Materials:** Two (2) weeks' advance notice

Y/N Bound agenda book

Y/N Three-ring binder

Y/N Individual handouts

**\*Materials sent to absentees**

Y/N Electronic

Y/N U.S. mail (postage charged to section)

**\*Materials available for purchase**

Y/N Cost \$ \_\_\_\_\_

Note: sales tax and shipping are charged.

### Registration options:

**\*Insurance Certificates** (Provided for venues requiring certificates of insurance, requires one (1) week advance notice.)

**\*E-commerce registration**  
(One (1) week advance notice, confirmation letters included. Please provide a 1-2 sentence description of the event.)

**\*Manual processing** (fax/mail in)  
Y/N Manual verification of section membership  
Section will be charged for membership pull  
Y/N Confirmation letters (U.S. Mail, postage charged to section)

**Cut-off date for pre-registration:** \_\_\_\_\_  
There is a MANDATORY cut off for pre-registration, three (3) business days before the event.

**\*Onsite registration: (walk-ins)**  
Any onsite registrations must be delivered to the SBM within five (5) business days of the event.

**\*Pricing structure** \_\_\_\_\_  
Please provide details in writing to: [handerson@mail.michbar.org](mailto:handerson@mail.michbar.org). If the section wishes to provide discounts, this must be discussed in detail.

**Cancellation policy:** \_\_\_\_ Section \_\_\_\_ Bar  
It is mandatory that the section post a cancellation policy on the registration form. Sections may use their own policy, or the standard Bar policy.

**\*Special tracking requests**  
Meal choices, seminar choices, other information. Please provide details in writing to [handerson@mail.michbar.org](mailto:handerson@mail.michbar.org).

**\*Registration list**

**\*Name badges**

**\*Staff Assistance:** Three (3) weeks' notice  
Your section is financially responsible for mileage, time worked, meals, and lodging if necessary. Staff will arrive 1/2 hour before event is scheduled and stay until the end of the event unless otherwise indicated.

Arrival time: \_\_\_\_\_ Departure time: \_\_\_\_\_

\* Starred items indicate an additional cost for services.