



Contact Heather Anderson, Sections and Committees Administrator, at 517.346.6414 or handerson@mail.michbar.org for further info!
Still looking for a venue? Reserve a room here at the State Bar building. Contact Karla Eubank at 517.346.6314 or keubank@mail.michbar.org.

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: _____
Maximum/minimum attendee estimate: _____ Maximum capacity of venue: _____

CONTACT INFORMATION:

Contact person (s): _____ Telephone: _____
E-mail: _____ Fax: _____

PUBLICATION INFORMATION:

- | | |
|---|---|
| <input type="checkbox"/> *Press release (3 weeks' advance notice) | <input type="checkbox"/> *Mailing to Section members (3 weeks' advance notice) |
| <input type="checkbox"/> Bar Journal (75-word limit) | <input type="checkbox"/> *Paid advertisements |
| <input type="checkbox"/> E-Journal | <input type="checkbox"/> Section newsletter |
| <input type="checkbox"/> E-blast (Average cost \$75) | <input type="checkbox"/> Section listserv |
| <input type="checkbox"/> Section website (1 week advance notice) | <input type="checkbox"/> Other (Please provide details) |
| <input type="checkbox"/> SBM web calendar | |
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REGISTRATION INFORMATION:

- Registration deadline: _____
- Contract Review** (Provided if the Section is working with a venue other than the Bar.)
 - *E-commerce registration
(1 week advance notice, confirmation letters included.
Please provide a 1-2 sentence description of the event.)
 - *Manual processing (fax/mail in)
 - *Onsite registration: (walk-ins)
 - *Cancellation (Section or Bar policy)
 - *Insurance Certificates (Provided for venues requiring certificates of insurance, requires 1 week advance notice.)
 - *Special tracking requests (Meal choices, seminar choices)
 - *Registration list
 - *Name badges
 - *Materials (Is there a charge for members to receive materials only, etc.)
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ADDITIONAL INFORMATION:

- *Print services (Materials submission is required 2 weeks in advance) Agenda booklets Handouts
- *Imprintables (Giveaways imprinted with Section name; requires 4 weeks' advance notice)
- *SBM staff assistance at event/seminar

* Starred items indicate an additional cost for services.