



SEMINAR & EVENTS CHECKLISTS

Further information on services is available at <https://www.michbar.org/sections/services>.
Submit this form to sectionevents@michbar.org

THE STATE BAR OF MICHIGAN is pleased to offer support for your event. Many services are offered free of charge. Charged service pricing is listed on page 3. Service charges for completed work are non-refundable. Timelines are noted for most checklist items, as are deadlines.

Please see the attached timeline (p.2) for mandatory deadlines.

It is **MANDATORY** that the SBM general counsel review any contracts made by the section. Contracts can be sent to contractreview@michbar.org for review.

- I have not yet selected a venue for my event.
- I am currently negotiating a contract with the venue.
- I have submitted the contract for my event to SBM for review.
- SBM has reviewed and approved the contract for my event.

Contract Dates: (SBM USE ONLY)

CONTACT INFORMATION:

Section/Group(s) hosting the event: _____

Cosponsoring Section/Group(s): _____

Event Organizer(s): _____

Organizer's Telephone: _____ E-mail: _____

Event title: _____

Date(s): _____ Time(s): _____

Please see the attached timeline (p.2) to ensure mandatory deadlines can be met.

SBM may not be able to provide services if mandatory deadlines cannot be achieved.

- Event type: Event: ½ day or less Seminar: Full day Conference: multiple days
 Teleconference Webinar Other _____

WHICH EVENT SERVICES DOES YOUR SECTION NEED? REQUEST ALL THAT APPLY:

- ONLINE EVENT REGISTRATION (FORM A):** We would like SBM's assistance with:
 - Online registration Both online and mail-in registration
- PROMOTION & PUBLICITY (FORM B):** We would like SBM's assistance promoting our event.
- MATERIALS (FORM C):** We would like SBM's assistance producing/distributing event materials.
- ONSITE SUPPORT (FORM D):** We would like SBM's assistance onsite during our event.
- SPONSORSHIP PROCESSING ASSISTANCE (FORM E):** We would like SBM's assistance processing sponsorship payments. A sponsor is a third party providing financial support to your event.
- ZOOM MEETING:** We would like to discuss a Zoom meeting.

ONCE THIS FORM HAS BEEN RETURNED, WE WILL SEND YOU
ADDITIONAL FORMS AS REQUESTED.

Submit this completed form to LSO at sectionevents@michbar.org
We'll be in touch to discuss the details!

EVENT INFORMATION MINIMUM DUE DATES

ALL information must be submitted within a timely manner for standard service. SBM cannot guarantee services when information is submitted after a due date. Service charges for completed work are non-refundable. **If a registration needs to be open for over five weeks, you **must** push the timeline further back accordingly.** SBM Staff will be happy to assist with adjusting the timeline.

DATE OF EVENT:

SERVICES NEEDED	PUBLICATION NO REGISTRATION	PUBLICATION WITH REGISTRATION	REGISTRATION	MATERIALS	OTHER
3 months to event			Checklist Completed		
11 weeks to event					
10 weeks to event					
9 weeks to event		Flyer			
2 months to event	Registration Form Approval	US Mail Flyer (consider holidays!)	Registration Form Approval		
7 weeks to event	Bar Journal - Note: no April edition	Bar Journal			
6 weeks to event		Website			
5 weeks to event		Eblast Reg Info	ONLINE REG. OPEN		Imprintables
1 month to event	Press Releases	Press Releases		3 Ring Binders	Request onsite staff support
3 weeks to event	US Mail Flyer			Bound Book	Surveys
2 weeks to event	Website			Handouts	Insurance Certificates
1 week to event				E-materials	Banquet Event Order (BEO)
7 days to event					
4 days to event	Eblasts	Eblast Reminder Info	ONLINE REG. CLOSED		
3 days to event			Name Badges Printed		
2 days to event					
Day before event					
Day of event					

SECTION SEMINAR SUPPORT PRICING LIST

EVENTS COVERSHEET:

Contract Review	No charge
Consultation regarding event services	No charge

FORM A: ONLINE EVENT REGISTRATION

Registration Processing & Setup	\$25.00/hour staff time 2% processing fee for credit cards
Name Badges (insert, printing, & plastic holder)	\$0.80/each plus \$25.00/hour staff time
Name Badge Ribbons	\$1.00/each
Name Badge Shipping	UPS/USPS Postage rates

FORM B: PROMOTION & PUBLICITY

Advertising Assistance	No charge
Registration Flyer development	\$25.00/hr staff time
E-blast of flyer	\$100.00/each
Mailing flyer	\$25.00/hr staff time Cost of printing and paper USPS Postage rates

FORM C: MATERIALS

E-materials	\$25.00/hr staff time
Print materials	\$25.00/hr staff time Cost of printing and paper
Imprinted items – design services	\$25.00/hr staff time

FORM D: ONSITE SUPPORT

Staff presence onsite	\$25.00/hr staff time
Staff mileage	\$25.00/hr staff time plus current mileage rate
Staff lodging & meals	Cost of venue/meals will be billed to section

FORM E: SPONSORSHIP PROCESSING ASSISTANCE

Registration Processing & Setup	\$25.00/hour staff time 2% processing fee for credit cards
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