



SEMINAR & EVENTS CHECKLISTS

Further information on services is available at <http://www.michbar.org/sections/services.cfm>.

Submit this form to hkanderson@michbar.org

THE STATE BAR OF MICHIGAN is pleased to offer support for your event. Many services are offered free of charge. Services incurring charges are indicated by an asterisk (*), and can be referenced on the attached pricing list (p. 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 njwynn@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? CHECK 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.

Submit this completed form to Heather Anderson at hkanderson@michbar.org.

We'll be in touch to discuss the details, and provide the appropriate forms!

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		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	
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					