

COORDINATING A SECTION LUNCHEON

EMAIL SECTION SUPPORT TO CALENDAR YOUR EVENT AND CHECK FOR ROOM AVAILABILITY AT LEAST 4-5 WEEKS PRIOR TO THE EVENT*



EMAIL INFORMATION FOR POSTCARD MAILINGS: TITLE, SPEAKER'S NAME, PRICE, CLE CREDITS ETC. 3-4 WEEKS PRIOR TO THE EVENT



EMAIL A COPY OF THE SPEAKER'S MATERIALS FOR COPYING AND AUDIO/VISUAL REQUESTS 3-5 DAYS PRIOR TO THE EVENT



FOLLOW UP ON MISC. ITEMS: I.E. SENDING OUT A REMINDER EMAIL, OR ANY ADDITIONAL NEEDS 1 WEEK PRIOR TO THE EVENT

If possible, please schedule your luncheons for the entire year as soon as you are aware of the dates

SECTION REIMBURSEMENTS

To obtain a reimbursement for section expenses from your section funds, please submit a section reimbursement form with all applicable receipts to:

Utah State Bar
Attn: Section Reimbursement
645 South 200 East
Salt Lake City, UT 84111

Or

Fax to: (801) 531-0660

Or

Email: sectionsupport@utahbar.org

Obtain PDF Form at:
<http://www.utahbar.org/cle/leadership>
Under "Section Support Resources,"
*Reimbursement/Payment Request
Audit Voucher (PDF)*

Checks are cut on the 10th and 25th of every month, all reimbursement requests must be received three business days in advance

SECTION WEBSITE

The section sites are in the process of being migrated to the Utah State Bar's new site. To make any changes or updates to your section's website, please send the information to webmaster@utahbar.org and please cc sectionsupport@utahbar.org.

Contact Numbers

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