



Continuing LEGAL Education

UTAH STATE BAR – EDUCATION DEPARTMENT - EVENT PLANNING CHECKLIST

Name of Event Partner/Host of Event _____

Contact Person and Phone _____

Contact Email Address _____

Event Date(s) _____

Event Timing Noon 1 hour lunch CLE / Multi-hour event _____

Please note that programs are accredited per 60 minutes of instruction time.

Event Location Utah Law & Justice Center (645 So 200 E) / Alta Club _____

Alternative location preferred _____

Projected number of attendees at CLE _____

Venue contacted already for availability Yes / No

Venue contact (Name/Phone/Email) _____

Contract signed/drafted for venue rental Yes / No

If yes, please attach/send to the CLE department at cle@utahbar.org.

Have you discussed parking with the venue? Yes / No

Please list section(s)/division(s) of the Bar that you would like to be contacted for marketing your CLE event. Chairs will be communicated to, for their approval to use their email list. _____

If you wish to advertise your event to the entire active Bar membership list, specific approval from the CLE Director will be required. Do you wish to send a Bar-wide email? Yes / No

Do you have a flyer or logo that you prefer to use in marketing/promoting/registration for this event?

If yes, please send a Word, PDF, or JPEG version to cle@utahbar.org for our use in advertising and administering the event.

If no, please detail for us themes or ideas that you have about how to market or register individuals for your event. If you have not considered this, we will contact you to put this process into motion. _____

Does this event feature: one speaker multiple speakers a panel of speakers

Will your panel have a moderator? Yes No

Do you have specific audio/visual needs?

A podium and microphone (standard for all L&J Ctr events)

A head table with microphone (standard for all L&J Ctr events)

A screen & projector

A laptop, with remote for slideshow

A wireless, handheld microphone

A telephone for conferencing

A lavalier, wearable microphone for a keynote speaker

Have you planned for wi-fi use at your venue? Yes No

Will you need to receive a wi-fi password for your registrants? Yes No

Are you aware that a hotel or other venue may charge a wi-fi usage fee? Yes No

Do you have a preferred seating style for your attendees?

Classroom style

Theatre style (chairs only)

Seated at rounds tables of 8 people

Other style _____

Will you have materials for your attendees on the day of your event?

Printed handouts – Please note that if you wish for our department to print copies of handouts for your participants, we will need a copy of the original handouts 1 week before your event is scheduled. Do you wish for the CLE department to print on your behalf? Yes No Note: There will be a copying fee for this service.

Electronic copies of handouts – Loaded to a pre-determined website. We can gladly assist you with this process and ensure that materials are loaded for all registrants.

No handouts are anticipated; please note that the MCLE accreditation rules require handouts of some kind for 1 hour of credit – so if this is not something you have envisioned, please allow us to assist you in creating a meaningful handout for your participants.

Will you be videotaping/recording/livestreaming this session? Yes No

Have your speakers signed the Utah State Bar Release Form? Yes No

Will you allow telephonic attendance at your event? Yes No

Have you communicated to your venue regarding parking for attendees? Yes No

Do you, as the host, plan to pay for parking? Or should we build the parking fees into the pricing for the event registration? Host to pay Build into registration

Are you serving a meal(s) as part of your event? Yes No
 Continental breakfast Break(s) Lunch Other _____

Would you like our assistance in arranging meals or ensuring that a caterer is booked for your chosen venue? Yes No Other _____

Have you considered your per person meal budget for this event? Yes \$____ No Need help

Have you applied for MCLE accreditation of your program? Yes No

What kind of credit are you seeking? Live CLE/Regular CLE Ethics
Professionalism/Civility Self-Study/Webcast/Telephonic CLE

If you have already applied for MCLE credit, please attach/send a copy of your forms to cle@utahbar.org

If you have not applied, will you need our assistance in completing the forms? Yes No

Have you priced the registration fee for your event? Yes No Fee _____

Do you need our assistance at pricing the correct fees to attend your event? Yes No

The price of an event can include the following costs: venue rental, meals, printing, parking, speaker fees, lodging, MCLE fees, audio-visual rentals,

Have you considered the Utah State Bar Diversity and Inclusion Policy in your planning process?

Yes No

If you are unfamiliar with this policy, we will gladly discuss it with you and provide you with a copy of the policy language.

The Bar values engaging all persons fully, and we wish to reflect that goal of inclusion in our CLE events. We wish to reflect the many ways our legal community and the State of Utah are diverse - such as being cognizant of subject matter areas of expertise and practice, gender, age, race/ethnicity, years in practice, sexual orientation, gender identity, types of firm or solo practice, government practice or non-profit work, urban and rural areas of practice/geographic location, disability, use of and competence in technology in practice management, among other demographics.

Do you need our assistance in reaching out to ensure inclusion and engagement goals are met for this event? Yes No