



# 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](mailto: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](mailto: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
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Will you need to receive a wi-fi password for your registrants?	Yes	No
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Are you aware that a hotel or other venue may charge a wi-fi usage fee?	Yes	No
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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](mailto: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