

Chair's "Day of" Checklist for Onsite CLE



Date: June 21, 2019

- _____ Arrive at the CBA Law Center at least 30 minutes before the program begins.
(Bring in your parking ticket from the public garage at 35 Bank Street for validation)
- _____ Check in with CBA staff to receive name tag.
- _____ Confirm that all speaker release forms have been completed.
- _____ Confirm that program A/V needs (eg. Powerpoint slides) have been accommodated.
- _____ Note that the program video is being recorded.
- _____ Check-in with CBA staff about microphone arrangements.
- _____ If using a lavalier microphone, please leave it in the room during any breaks and be sure that it is on during the program.
- _____ If using a tabletop microphone, be sure to not walk away while speaking; carry the microphone with you if you move about the room.
- _____ Introduce the program and the speakers. Remind attendees to sign in and out of the program, and let them know that parking is validated and that the program is recorded.
- _____ Facilitate any question and answer period; repeat audience questions so they are heard by all attendees and are clear on the recording.