Chair’s “Day of” Checklist
Offsite/Section Meeting CLE

- **Prior to event, obtain from CBA:**
  __Registration list
  __NY CLE verification form if NY CLE credit offered
  __Course survey forms
  __Name tags (if needed)

- **At Check-In:**
  __Check attendees in on the **registration list** as they arrive, so as to make clear who is and is not in attendance. Please add the name of any walk-in attendees.
  __Have attendees **sign in to verify their attendance.** Note that only attendees that attend the entire program will receive CLE credit from the CBA. Under the Connecticut MCLE rule, those who arrive late or leave early may claim credit for themselves, and record it in their CBA CLE Tracker in their online member profile.
  __ If New York credit is offered, provide attendees with a NY verification form and have attendees sign in.
  __Distribute **surveys** and request that they are turned in at the end of the program
  __Distribute name tags (if available)

- **Should you get walk-ins:**
  __Add walk-in names to the registration list
  __Have walk-ins sign in and provide their email
  __Collect payment. Payment on-site may be by check, cash, or credit card. For the latter, have the attendee complete a CBA event registration form with their credit card information
  __Inform walk-ins that CBA will email them course materials (if applicable)

- **At the end of the program:**
  __Have attendees sign-out for NY CLE credit
  __Collect surveys and any NY verification forms
  __Return registration list; sign-in sheet; and any surveys, verification forms, and payments from walk-ins to CBA. If cash payments are collected, write a check to the CBA in the amount of the cash payments and send along with any other check payments collected to the CBA. If no cash or check payments are collected, then scanning all documents to sperrin@ctbar.org is an option.