Section and Committee Meeting Checklist

Date: June 23, 2020

CBA Events Contacts:

Sections: Shirley Perrin – sperrin@ctbar.org
Committees: Ashleigh Morelli – amorelli@ctbar.org

Online Leadership Resources Link:
https://www.ctbar.org/members/sections-and-committees/leadership-resources

Yearly Program Planning (July/August)

____ Select a topic for each meeting.

____ Select meeting dates and venue(s). Check the calendar to ensure that date(s) don't conflict with holidays. Check the CBA online calendar to ensure that the date doesn't conflict with major CBA meetings. Submit meeting schedule to CBA.

____ Contact potential speakers.

____ Create a blurb for marketing your program that articulates meeting outcomes (what do you want to accomplish; why should people attend).

Logistics Planning (July/August)

____ Plan logistics with the CBA event staff (room setup, food and audiovisual equipment)

____ Determine what materials and services you will need from outside vendors. (signs, awards or plaques, entertainment; and attendee giveaways, etc.).

____ Finalize the budget and timeline.

____ Work with the CBA marketing staff to recruit and secure sponsors, if necessary.

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Meeting Development

Four Weeks Out

____ Submit information for meeting notice to CBA using the online Section/Committee Meeting Form, or if requesting CLE for your meeting, please fill out the online Section Meeting CLE Credit Request Form.

Three Weeks Out

____ Contact speakers to discuss their presentations and see if they need additional information or support.

____ Promote event to colleagues

Two Weeks Out

____ Make staff assignments (including registration staff, recording of meeting minutes, audiovisual coordinator, and speaker greeter) and explain duties to all staff members.

____ Promote event to colleagues

One Week Out

____ Verify venue details with CBA event staff such as audiovisual needs and room layout as well as any special instructions.

____ Send meeting reminder to section

____ Contact speakers to make sure that they have the correct date and location of the event, as well as the time they are expected to speak. Give speaker(s) the name of a contact person who will greet them upon arrival.

____ Request name tags from CBA event staff, if applicable.

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Meeting Implementation

The Day Before

____ Touch base with speaker(s) for any last minute needs.

____ Touch base with those who have been given staff assignments to ensure they are all set (including registration staff, recording of meeting minutes, audiovisual coordinator, and speaker greeter).

____ Pack an "emergency kit" with any miscellaneous materials you may need (registration list, pens, pencils, paper, phone numbers of speakers, etc.).

Day of

____ Arrive early and check that the location is set up correctly and that audiovisual equipment is setup as requested. Check all microphones, projectors, audio equipment, and computer connections.

____ Check the registration area. Make sure name tags and supplies are plentiful. Plan to have officers at registration approximately a half-hour before the start of the event.

____ Allow time for run-throughs if requested by your speakers.

____ Make sure that signs directing people to the event are posted, if applicable.

____ Introduce the program and the speakers, and facilitate the question-and-answer period.

____ Welcome new members

After the Event

____ Take time to say "Thank you" and celebrate your success with your partners.

____ Conduct wrap-up meeting with planning committee.

____ Prepare written summary and evaluation of event.

____ Send thank-you cards and notes of appreciation to committee members, volunteers, presenters, sponsors, staff members, and others involved with the event.

____ Send meeting minutes to CBA for posting on your section web page.

____ Send registration list with walk-ins and any money to CBA within 24 hours of the event.