

# Chair's "Day of" Checklist for Onsite CLE



2022-2023 Bar Year

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- \_\_\_\_\_ 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 (e.g. 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.