* **Prior to event, obtain from CBA:**

\_\_ Registration list

\_\_ Sign-in and out sheet

\_\_ Course survey forms (for NY credit)

\_\_ 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.

\_\_ Distribute **surveys** and request that they are turned in at the end of the program (if applicable)

\_\_ 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

\_\_ 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 or check payments have been collected, they must be hand-delivered to CBA. If not, then scanning all documents to sperrin[@ctbar.org](mailto:eferguson@ctbar.org) is an option.