



EBA Event Planning Form 2019–2020

Must be completed and sent with calendar request to Mary Margaret Frank at MMFrank@eba-net.org.

Volunteer Coordinator: _____

Committee or Chapter: _____

Title of Program* _____

*Keep the title pithy.

Type of Program

- Energizer Networking Only Miscellaneous
 Other: _____

Date: _____ Time-Start/End (ET): _____

Location: _____

CLE Credit:

- Yes, please apply for CLE in the following states:

 No
 I would like help evaluating if this program is worthy

****If you are seeking CLE approval for this program you must provide, 45 days in advance: name of program, learning objective, speaker names, titles and firms, and sample handout.**

Recording Program: EBA records all programs for our On-Demand Library. EBA will provide speaker/moderator tip sheet and necessary details and schedule a rehearsal.

Sponsor:

EBA programs must meet sponsorship goals, regardless of meeting expenses. Event Sponsor Goal: \$ _____

Brief Description of program: _____

(You may submit a Word document)

List the program moderator and speakers. Include name, title, organization/ company, and email for each moderator/speaker:

Moderator: _____

Speakers: _____

PLEASE NOTE: the EBA generally does not provide travel reimbursement for speakers or pay speaker fees.

EBA staff will insert registration rates, payment and cancellation details into the marketing material.

As a reminder, the EBA Board has set and approved Program Fee Guidelines: The EBA Board has adopted a minimum fee structure for EBA events organized at both the national and chapter levels. The fee structures do not apply to either National or Chapter annual meetings. Those excluded events shall continue to be priced individually with prior approval from the EBA Board. Also, lower fees can be proposed for current students and government employees.

Logistical Details and Support:

On-site Contact: _____

Email: _____

Phone: _____

Room Capacity: _____

Lunch or Reception will be provided by (if applicable): _____

Marketing: To help market effectively, please provide a bulleted list of learning objectives. (Ex., experts will share insights on; these questions will be answered; key points to be addressed are:)

Consider the value proposition of this program/event. What reasons would you give your boss as to why you should attend?

Co-Marketing: Please list any other bar associations or allied industry organizations that EBA could invite to co-market this program to their membership?

(All invitations to co-market must be approved by the EBA Joint Enterprise Committee.)

Media: It is EBA's goal to always allow media. Please advise if there any reason media cannot attend this event.

Audience: Please indicate the primary audience for this program.

- Energy Attorney Energy Professional/Consultant
 Student Other:

Number of years experience in energy:

- 1-4 years 5-10 years 10 or more years

In your own words, please describe the primary audience for this program: — consider fields of practice, types of clients, areas of specialization, past experience, regional Chapters listed below.

- Houston Rocky Mountain Midwest
 Southern New Orleans Western
 Northeast Canada Other: _____