



EBA Event Planning Form 2020-2021

Must be completed and sent 5 weeks before scheduled Energizer to Mary Margaret Frank at mmfrank@eba-net.org

Volunteer Coordinator: _____

Steering Committee or Chapter: _____

Title of Program: _____

Start/End Time (EST): _____

Sponsor: _____

EBA program must meet sponsorship goals, regardless of meeting expenses. Please see the sponsor form for more details.

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 handouts.**

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

Brief Description of program: *You may submit word document

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

Moderator: _____

Speakers: _____

Marketing: To help market effectively please provide a bulleted list of learning objectives. (Ex: experts will share insides 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 are any reasons media cannot attend this event.

Please describe the primary audience for this program: consider fields of practice, types of clients, areas of specialization, pas experiences, regional Chapters listed below.

- | | |
|------------------------------------|---|
| <input type="checkbox"/> Canadian | <input type="checkbox"/> Northeast |
| <input type="checkbox"/> Houston | <input type="checkbox"/> Rocky Mountain |
| <input type="checkbox"/> Louisiana | <input type="checkbox"/> Southern |
| <input type="checkbox"/> Midwest | <input type="checkbox"/> Western |

As a reminder, the EBA Board has set and approved Program Fee Guidelines that can be found both online and in the Orientation manual.: EBA staff will inset registration rates, payment, and cancellation details into the marketing materials.