

## **Continuing Legal Education Event**

### **12-14 Months out**

Group Decides on Dates and Location

Group provides general schedule of activities (Meetings, Tracks, Offsite Events and Meals)

Proposals to Locations of Interest

### **12-13 Months out**

Contract Approved and Submitted to General Counsel for signature

Direct Bill Account Applications

Deposit Approved and mailed to venue

Dinner/Catering Venue options sought for offsite functions

### **10-11 Months out**

Determine Pricing and Start Online Payment System

Committee to Confirm Program and Speakers

Brochure Draft to begin

### **4-6 Months out**

Save the Date Eblast

Brochure Mails and Registration Opens

Speakers receive materials instructions and biographies requested

### **3-4 month out**

1-2 Eblasts to register and Book Hotel room

### **3 Months out**

Confirm AV needs and get approvals on Quotes

All Meal Function Menus confirmed with contract and monetary amounts approved for deposits and final payment

### **1 Month out**

Send final AV and Food & Beverage Quotes

Request materials for meeting along with agenda to post to website

Final eblast (last chance to register and hotel guest room block closed)

RSVP's collected for Speaker and Council Dinner

### **1 Week out**

Final headcounts due to venues

Last request/final reminder for speaker materials

Finalize website materials

### **1 Week after**

Invoice reviewed, approved and submitted for payment