



WSBASections

WSBA Section Brown Bags – CLE Credits Not Offered

Following are guidelines for a section-sponsored lunch time event (aka: a brown bag) which does not offer CLE credits. Given that no CLE credits are involved, your point of contact at the Bar is the sections assistant. These guidelines are established to ensure smooth coordination for all involved parties, including the section’s lead for the event (“Section Lead”), your presenter (“Presenter”) and WSBA staff (“WSBA”).

Pre-Event

1	Identify topic, potential presenter and desired date – Section Executive Committee . Timeline –at least six (6) weeks prior to desired date.
2	WSBA room reservation – Section Lead & WSBA . Contact <i>WSBA</i> to see if meeting space is available on desired date/time, including sufficient rooms to accommodate anticipated number of attendees.
3	Broadcast email – Section Lead & WSBA . Following confirmation of room reservation, <i>Section Lead</i> submits content for a broadcast email to <i>WSBA</i> . Unless otherwise indicated, the message will be sent only to members of the section; if the intent is to invite other sections, please indicate the specific sections when providing the message. <i>Section Lead</i> should also inform <i>WSBA</i> if attending by conference call will be an option. If so, <i>WSBA</i> will ensure a phone is available and provide phone codes to <i>Section Lead</i> .
4	Broadcast emails – <i>WSBA</i> . <ul style="list-style-type: none"> • Initial. Disseminated within a week following notice of event (if date of event is more than six (6) weeks away, the broadcast email may be sent at a later time). • Reminder. Disseminated one to two weeks prior to event as a final reminder.
5	Additional event promotion – WSBA & Section Lead . <ul style="list-style-type: none"> • Webpage. <i>WSBA</i> will post an announcement on the section’s calendar webpage. If the section maintains an independent site, the <i>Section Lead</i> will need to ensure the information is posted. • Facebook. <i>WSBA</i> will create an event on the “Sections of the Washington State Bar” page. <i>Section Leaders</i> are encouraged comment and RSVP to the event on Facebook. • List Serve. <i>Section Lead</i> should promote the event on the section’s list serve.
6	Presenter – Section Lead . <i>Section Lead</i> is the point of contact for the <i>Presenter</i> . Areas to address with <i>Presenter</i> include: <ul style="list-style-type: none"> • AV needs (laptop, projector, microphone, etc.). • Materials – number of handouts and/or a PowerPoint presentation to be uploaded. <i>Section Lead</i> should submit <i>Presenter</i> needs for A-V and copying of materials to <i>WSBA</i> at least five (5) working days prior to event. If this timeline isn’t workable, the <i>Section Lead</i> or <i>Presenter</i> will need to bring sufficient materials for attendees.
7	Attendance/Sign-in. An attendance sheet is optional and provided at the request of the <i>Section Lead</i> (please let <i>WSBA</i> know ahead of time and a form will be provided).



Day of Event

8	Section Lead (or designee) is responsible for staffing the event, including the check-in of attendees; activating the conference call, if an option; and introducing the <i>Presenter</i> . If assistance is needed, please speak to the front desk receptionist.
9	In addition to the <i>Section Lead</i> (or designee), the <i>Presenter</i> should arrive at least 20 minutes prior to the event if there is A-V equipment involved. This will allow the <i>Presenter</i> time to test the set-up, including equipment.

