

- Check the TCBA “Calendar” and with Administrative Assistant (AA) for upcoming events to prevent date conflicts.
- Obtain Board approval -Please see Policy and CLE Submission Form
- Sections/committees are to secure location for CLE
- Speaker Bios and Agenda with topic descriptions and how they relate to attorneys due with form submission. Also, note fee schedule, if charging for attendance. (the current WSBA charges a fee of \$50 and then \$1/name for input of attendance)
- Flyer to be sent to AA 3-4 weeks prior to event so that it can be distributed to members and posted on website. \*arrangements can be made for help or creation of flyer by AA if all information is provided no later than 4 weeks in advance.
- AA will email flyer to membership and post on website
- Sections/committees are to be responsible for room set up and any equipment the speaker needs.
- AA will create attendance/sign in sheet & Evaluation sheets
- AA may be available for help with registration, must check in advance.

If Administrative Assistant cannot be present for CLE:

- Evaluations (form to be provided by AA) must be passed out at event and completed ones returned to AA (scanned and emailed acceptable)
- Sign in sheet(s) must be returned to AA so attendance can be entered into the WSBA system (scanned and emailed acceptable)
- If there is cash and checks made payable to the “TCBA”, they will need to be delivered or arrangements made for pick up by AA as soon as possible after event.