

## 2021 PROGRAM CALENDAR QUESTIONNAIRE CHECKLIST

*Updated 2.24.2021*

The following checklist is a guide to the questions that will appear on the Google Doc CCCBA Program Calendar Questionnaire (“PCQ”). The PCQ provides all the information needed to ensure your event is accurately presented on the calendar and also receives the marketing and advertising it deserves.

1. Program Coordinator/Contact (Please Include Name, Email, Phone)
2. Date of Event/Program
3. Start & End Time of Event/Program  
(All programs must include a 15-minute buffer time for late start, socializing, announcements etc....)
4. Title of Event/Program
5. Description of Event/Program
6. Speaker(s) Name, Title, and State Bar number (if not a CCCBA member).
7. Speaker(s) Biography (May include a link as well)
8. Sponsoring Section
9. Co-Sponsoring Section (If any)
10. Venue of Event/Program - Zoom Meeting or Zoom Webinar
11. What zoom functions will you need: (if you know) Share a PowerPoint, Polling, Breakout rooms, Other.
12. Event/Program Pricing Include Pricing for the following categories (suggested amounts included)  
**CCCBA Members 30. | Non- Members 45. | Section Members 15. | Barristers 15. | Law Students 10.**
13. Indicate All Your Registration | Marketing | Advertising Choices.

### **Pick one Package!**

#### **#1 MCLE Program Package \$225.00**

Includes the following:

- Calendaring with Registration and Zoom link
- Up To 6 Appearances in the Tuesday Weekly eblast
- One Section *Only* eblast (May include all cosponsoring section members)
- Basic Zoom Meeting/ Webinar set-up & support
- MCLE Paperwork
- One Social Media post
- *Additional Costs for MCLE Programs: \$1.00 per Registrant*

#### **#2 Non-MCLE Program/Event Package \$175.00**

Includes the following:

- Calendaring with Registration and Zoom link
- Up to 6 Appearances in the Tuesday Weekly eblast
- 1 *Section Only* eblast (May include all cosponsoring section members)
- Basic Zoom Meeting/ Webinar set-up & support
- One Social Media post

#### **#3 Non-MCLE Section-Only Type Event Package *with Zoom***

Calendaring Only - with Registration and a Zoom link \$75.00

#### **#4 Non-MCLE Section-Only Type Event Package *without Zoom***

Calendaring Only- with Registration and no Zoom link - (Section must provide their own zoom link and a contact person for the calendar) \$50.00

**Ala Carte and Add-on Services**

- \_\_\_ CC Lawyer Magazine print edition Calendar (Deadlines apply) \$50.00 per month
- \_\_\_ Advanced Zoom set-up & support -(Including but not limited to polls, breakout rooms etc...) \$35.00+per program
- \_\_\_ Additional Section Only - Program/Event/Special - eblast \$25.00 per eblast
- \_\_\_ Additional Social Media posts \$15.00 per post
- \_\_\_ Additional Tuesday Weekly Eblasts (Over the 6 included in #1 & #2) \$10.00 per week

14. Indicate Month(s) for Your CCLawyer Calendar Entry (If applicable / Please note deadlines)

15. Indicate Tuesday Start Date for Your Weekly eblast  
(We suggest about 6 Weeks before event date)

16. Indicate *Preferred* Date for Your Section Only eblasts  
(We suggest at least one. One is include in larger packages. Not available on Tuesdays)

17. MCLE Credit Options  
None - Not an MCLE Program | General | Legal Ethics | Elimination of Bias | Competence Issues etc...

18. Acknowledgement that you will provide the following: Handouts/ Materials and Agenda / Outline

19. Additional Information | Comments | Questions |