

Event Intake Form

** Please be advised that final description (approx. 60 words), moderators, faculty and title MUST be submitted **8 weeks prior to the program date**. We must have all the information to list an event on the City Bar's website. We will not do TBAs.*

4. Event Development Information

Objectives:

Committees are urged to ensure that programs present a balanced view of the issues involved. Please describe the program objectives and identify how the program will offer fair balance.

Panelists for the Event:

In addition to presenting a balanced view of the issues involved, the panel of speakers should include, wherever possible, and be representative of both sexes and of minority groups.

Please identify panelists below:

*All panel members should be confirmed **8 weeks prior to the program**. If a faculty member(s) is replaced, please let us know as soon as possible.*

Target Audience: Who would attend the program? Lawyers? The general public? A particular constituency? How can we reach these groups? What do we need to tell our target audience?

Program Publicity: Are there any special email lists, list serves or contact information for other organizations that your committee members can provide? Would the media be interested in the program? Identify any publications or reporters you suggest should be notified.

Please note: If you are seeking media coverage, we will need 6 weeks advance notice prior to the program to discuss the plans.

5. Event Logistics

Catering

Would you like catering service? _____

If yes, please see the options below and check the applicable service(s):

Breakfast: ☐ Continental Breakfast ☐ Beverages

Lunch: ☐ Cold Buffet ☐ Sandwich Buffet ☐ Cookies & Brownies ☐ Beverages

Reception: ☐ Cookies & Brownies ☐ Hors d'Oeuvres ☐ Fruit and Cheese ☐ Beverages

***For full menu selections and prices, please see the enclosed Full Menu Selections and Prices list.**

Please note: If you would like to serve food or refreshments at your event, a modest program fee will be charged (at least for non-members) to attend in order to defray the catering costs. The New York City Bar will collect program fees through online registration and will be present at event check-in to process walk-in registrations and payments. Committees will not be responsible for those mechanics.

Audio/Visual

Would you like the event audio-recorded?

Please check the equipment you will need for your event:

☐ Laptop for PowerPoint presentations or Video ☐ Slide or Data Projector

☐ VCR & 21 inch monitor ☐ DVD or Blu-Ray player ☐ Easel with pads and markers

☐ Overhead Projector ☐ Document camera ☐ Conference Phone ☐ Internet Access

☐ Lavalier Microphone

If you would like copies of the audiotape to be available for sale to members and the public (and given to speakers upon request) or to post as a podcast on the City Bar's website, the committee MUST submit release waivers which will be provided.

Enclosure