

# ALLEGHENY COUNTY BAR ASSOCIATION

## EVENT PLANNING FORM

Please complete this ACBA event planning form and submit it to LeeAnn Falcon at [lfalcon@acba.org](mailto:lfalcon@acba.org) at least 60 days prior to the date of your program.

Event Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Presenting Committee/Division/Section: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Event Location\*: \_\_\_\_\_ Budget: \_\_\_\_\_

*\*Please make every effort to ensure that your venue is accessible to all members of the ACBA.*

Event Name/Title: \_\_\_\_\_

Estimated # of Attendees: \_\_\_\_\_ Last Day to Register: \_\_\_\_\_

Purpose/Type of Event: \_\_\_\_\_

### EVENT DESCRIPTION

This information will be used for development of marketing materials for your program. Note the ACBA may edit the content for stylistic or marketing purposes.

Who is the event open to? (Check all that apply.)

☐ Committee/Division/Section Only   ☐ All ACBA Members   ☐ Guests

What is the cost to attend?

\_\_\_\_\_ Committee/Division Section Cost   \_\_\_\_\_ ACBA Member Cost  
\_\_\_\_\_ Guest Cost   \_\_\_\_\_ Law Student Cost

Food & Beverage (check all that apply):

☐ Breakfast   ☐ Lunch   ☐ Dinner   ☐ Hors D'oeuvres   ☐ Plated/Served   ☐ Buffet

☐ Breaks/Snacks   ☐ Water/Soda   ☐ Coffee/Tea

☐ Alcohol   If yes:   ☐ Cash Bar   ☐ Open Bar   ☐ Drink Tickets – how many? \_\_\_\_\_

Room Setup:

☐ Podium   ☐ Registration Table   ☐ Stage/Riser   ☐ Panel Table   ☐ Lecture (chairs only)

☐ Classroom (tables & chairs)   ☐ Dinner/Lunch (rounds of 8-10)   ☐ Reception (cocktail tables)

☐ Other: \_\_\_\_\_

Notes:

A/V Requirements:

☐ Microphone   ☐ Projector/Screen   ☐ Laptop   ☐ Laptop w/sound

Additional Requirements:

☐ Nametags   ☐ ACBA Staff Person (Registration, etc.)   ☐ Signage/Sponsor Poster

☐ **FOR YLD ONLY**, add link to registration page for YLD Scholarship Fund

Other: \_\_\_\_\_

Is this event (reception/holiday party) associated with a CLE?   ☐ Yes   ☐ No

Do you plan to solicit sponsors for the event?   ☐ Yes   ☐ No

If yes, who are you interested in soliciting? *(Note that potential sponsors must be approved by the ACBA before the sponsorship request can be made.)*

Notes:

A large, empty rectangular box with a thin black border, intended for handwritten notes.

*Revised 3/11/24.*