

# Sections Department At Work for You!

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**Jake Stoffle**  
Meeting & Program Planner

**Abigail Harrington**  
Meeting & Program Planner

# What We Do for You: Retreats & Council Meetings

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- **Hotel and Restaurant Sourcing**  
*You tell us the city and desired dates; we research venues and provide you with bids.*
- **Hotel and Restaurant Contracts**  
*You pick the venue; we take care of the contract request, review, and signature.*
- **Hotel Reservation Links and Room Block Management**
- **Hotel and Restaurant F&B and AV**  
*We negotiate prices, select menus, and make sure your room is properly setup.*
- **Zoom Setup, Invites, and Hosting**

# What We Do for You: CLEs

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- **Everything we do for your Retreats and Council Meetings PLUS...**
- **Course Accreditation**
- **Event Marketing**  
*You provide content; we design, create, and send your Eblasts and Course Brochure.*
- **Collect and Post Course Materials**

# CLEs We Handle

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- **Smaller CLEs: ½ Day to 1½ Day programs.**
- **Less than 200 registrants.**  
*Anything bigger needs to be kicked up to TexasBarCLE.*
- **Sections only get 1 Zoom (1hr) webinar per month.**  
*Webinars require at least 3 weeks notice.*
- **We can help with advertising, even for bigger events we aren't hosting.**
- **We try to staff...**

# Tips & Take Aways

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- **Having a pricier meeting?**  
*Balance it out with a free Zoom meeting next time.*
- **Communicate with your council and the Sections Dept. well in advance.**  
*The more time we have to prepare, the better your event will be!*
- **Delegate... but then let everyone know who is specifically doing what and by when.**  
*Make sure your Council, Committees, and the Sections Dept. are on the same page.*
- **It's your event; you tell us how much help you need.**  
*If you would prefer to take over or hire out any part of the planning process, you're welcome to do so, but we are always here and happy to lend our expertise!*