

# SECTIONS DEPARTMENT AT WORK FOR YOU

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**WHAT WE DO  
FOR YOU:**

Retreats & Council  
Meetings

**Hotel and Restaurant Sourcing.**

*You tell us the city and your 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. SBOT signs all contracts.*

**Hotel Reservation Links and Room Block.**

*You book your own room and travel; we obtain, send out, and manage the reservation link and room block.*

**Hotel and Restaurant F&B and AV.**

*You tell us what you want; we negotiate prices, select menus, and make sure your room is properly setup.*

**Zoom Setup, Invites, and Hosting.**

*You can do this on your own/with your own account; OR we can setup, send out, and host for FREE on our account.*



**WHAT WE DO  
FOR YOU:**

**CLEs**

**Everything we do for your Retreats and Council Meetings PLUS...**

**Course Accreditation.**

*You provide us with the title, description, and hours; we get your MCLE course number.*

**Shopping Cart/Registration Page.**

*You set the prices and provide the content; we design, create, and manage your shopping cart and registration*

**Event Marketing.**

*You pick your speakers and topics; we design, build, and send out your advertising Eblasts and Course Brochure.*

**Collect and Post Course Materials.**

*You provide us with your speakers' email; we collect and post course materials on our Sections Dept. website.*

## Section Department CLE Limitations

### WE HANDLE:

**Smaller CLEs: ½ Day to 1½ Day programs.**  
*Anything longer needs to go to TexasBarCLE.*

**Less than 200 registrants.**  
*Anything bigger needs to go to TexasBarCLE.*

**Sections gets 1 Zoom (1 hr) webinar per month.**  
*We don't book webinars in April, June, or  
December 10ish – January 10ish.*

**We can help with ALL of your advertising, even  
for bigger and/or events we aren't hosting.**

**If we plan it, we try to staff it.**



**WHAT WE DO  
FOR YOU:**

**Eblasts**

**Communicate at least once, every other month.**  
*Highlight your member benefits: Newsletters, Online Library, Upcoming CLEs, etc.*

**Send at least 2 Newsletters per year.**  
*Newsletters don't have to be scary, we can provide templates and samples to build from.*

**Remind your non-renewals to join again.**  
*Twice a year we can message your non-renewals to remind them they let their membership lapse and get them back.*

**Advertise CLEs, Grants, Award Nominations, etc.**  
*We can target subsections of your membership and email them exclusively if you like.*

**Have a membership drive.**  
*Twice a year we can send a broad message to your area of practice encouraging new folks to join your section.*



TIPS & TAKE  
AWAYS

**Poll your council on event dates and locations before the bidding process starts.**

*Rebidding restarts the clock on your timetable.*

**Send all contracts to the Sections Dept. to submit to legal for review and signature.**

*The whole signing process typically takes 1-2 weeks.*

**Delegate... but then let everyone know who is specifically doing what and by when.**

*Make sure your Council, Committees, and the Sections Dept. are all on the same page.*

**These are your events; you tell us how much help you want on each one.**

*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!*

**QUESTIONS?**

*Thank you!*