

PLANNING A NON-CLE

- View the WWBA website calendar to check for conflicts.
- Contact the Corresponding Secretary and Executive Director to clear your date.
- Decide the following:
 - What is the name of your program?
 - Who will be your speakers and/or moderators?
 - Do you want to co-sponsor the program with another committee or other organization?
 - What will be your venue?
 - How much will you charge for participants? See the questionnaire for more details.
 - Will you be offering food? Who will be your vendor?
 - Who will be your sponsor?
- Complete the Questionnaire.
<https://wwbany.org/resources/Documents/Program%20Questionnaire%20and%20Guidelines/WWBA%20Flyer%20-%20QUESTIONNAIRE.PDF>
- Send the completed Questionnaire to the Executive Director, the Program Committee Chair(s), and the President. The Program Chair Committees will prepare your draft Flyer and send it to you for your review.
- Once your Flyer is finalized, the Executive Director will distribute it to the membership and post it on the website. However, you must send the Flyer to the Corresponding Secretary for posting in the Newsletter. The deadline for the Newsletter is the 12th of each month.
- On the day of your program, the Executive Director will email you a copy of your registration sheet with the list of registered attendees. You should designate someone to handle on-site check-in/registration. On your registration sheet, please clearly annotate payment amount and type (cash, check) made on-site and note any 'no shows' so that the Executive Director can keep accurate records.
- Send the annotated registration sheet, and cash and checks collected, to the Executive Director at P.O. Box 926, Hartsdale, NY 10530. It is preferred that you email copies to the Executive Director, too.
- Remember to take photos of your event and send them to the Executive Director and the Corresponding Secretary. You may be asked to write a short article for the Newsletter.

Contacts

Corresponding Secretary and Newsletter Editor-in-Chief:

Jennifer Robinson - secretary@wwbany.com

Jill Oziemblewski - jill_oziemblewski@yahoo.com

Programs Committee Chair: Amanda Fried - afried@cartonrosoff.com,

Programs Committee Chair: Tanya Briendel - nbriendel@gmail.com

President: Lisa Margaret Smith - lisasmith@rocketmail.com

Executive Director: Elisabeth Campos - executivedirector@wwbany.org