**Minnesota Chapter FBA Event Online Communications Request Form**

Please provide the following information so we can best advertise your event through our online communication platform. If you provide us a formatted email you would like us to send, please be sure this email includes everything from the “Information Requested” section.

Timing considerations for sending out online communications:

* + Please provide the Digital Communications chairs at least two business days’ notice prior to sending out your event information so we have time to input and format the information appropriately.
	+ Please let us know the date you would like us to send the reminder email. We typically send only one reminder email for events, but please let us know if you would like us to consider sending two reminder emails.

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| **Preliminary questions** |
| Have you considered whether the venue chosen for the event currently is or historically has been welcoming to all types of individuals? |
| Have you considered whether the venue or online platform for the event is accessible to people with disabilities? |
| Have you considered the diversity of the speakers at your event? |
| Have you considered which affinity bars might be interested in collaborating on the event and reach out to them? |
| Have you identified at least two diverse lawyers to attend the event and invite their colleagues from the affinity bar associations? If you would like assistance identifying appropriate individuals, please contact the diversity cochairs. |
| Have you consulted with everyone who needs to have input on the invite? If not, please wait to send this form to the Communications Committee until everyone who needs to provide input has done so. |

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| **Information Requested** | **To Be Filled in by Requester** | **Notes** |
| Would you like the Digital Communications committee to host registration for your event? | Yes/No | Please bold or highlight one of the options in the middle column. We are happy to host registration for your event, but we understand that sometimes other bar associations or firms host registration. |
| Name of event (this will be the subject of your email) |  |  |
| Event description (this will be the body of your email) Please be sure you include:* Date of event
* Start/end time of event
* Event location
* Event videoconference website/login information (we typically put this in the registration confirmation email rather than the invite)
* CLE status (whether you are applying for CLE, how many credits, and what type of credit)
* Registration fee(s) (if applicable)
* Food options (if applicable) (please be
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| sure there are dietary restriction options)* RSVP deadline
* Accommodations contact (name, email address, and phone number)
* RSVP deadline
* RSVP website or contact
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| We will also post your event to LinkedIn. Please provide any text you would like to be included in the LinkedIn post. |  | We can also include some PDF and images in LinkedIn posts. Original, regular sized documents work best. Screen shots are not recommended as the screen shot images becomedistorted and cut off in LinkedIn posts. |
| Any additional material to be attached | Yes/No | If you would like a PDF of an event flyer or any other information to be attached to the email, please let us know. |
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| **Additional considerations** |
| Contact the diversity chairs to post the event notice on the Affinity Bar Listserv. |
| Would you like your event to be published in the upcoming issue of Bar Talk? If so, please reach out to Bar Talk co-chairs.The deadline for Bar Talk submissions is approximately 7 weeks prior to the monthly luncheon at which the issue will be distributed. Bar Talk is distributed at the September, December, March, and May monthly luncheons. |

After the event occurs, please provide a summary of the event to be published in Bar Talk. In typical years, Bar Talk does not have space to cover all of the many events hosted by different committees. Events that correspond to Chapter initiatives (such as diversity & inclusion and community outreach) and events with high-profile speakers will be given priority. If you would like your event to be covered, before the event, send an email to the Bar Talk co-chairs suggesting at least one individual who can write the summary, keeping in mind that identifying a potential author is a good opportunity to foster diversity and inclusion. If it is possible for Bar Talk to cover the event, take photos at the event and, if necessary, identify the individuals in the photos. After the event, send an email to the Bar Talk co-chairs with the photos and identifications.