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**The Bar Association of Baltimore City**

**Event Information Sheet**

**STEP 1**

Contact Sarah Zhang at szhang@baltimorebar.org to discuss availability of date and times to avoid conflicts with other BABC events, other organizations events (to the best of our knowledge), and holidays.

**STEP 2**

Please provide the following details to at Sarah Zhang at szhang@baltimorebar.org, at least 30 days prior to the program date for enough time to properly promote the event.

1. State if the Event is In-Person, Hybrid, or Online: Click or tap here to enter text.
2. Committee(s)/Organizer(s): Click or tap here to enter text.
3. Date of Event: Click or tap to enter a date.
4. Time of Event: Click or tap here to enter text.
5. Location of Event (if applicable): Click or tap here to enter text.
6. Title of Program/Name of Event: Click or tap here to enter text.
7. Descriptive Paragraph and/or bullet points

Note: Provide just as you would like it worded in the announcement.

Click or tap here to enter text.

1. Guest speaker(s)

Note: Provide full name(s) and firm/business affiliation.

Click or tap here to enter text.

1. Moderator(s):

Note: Provide full name(s) and firm/business affiliation.

Click or tap here to enter text.

1. Name of sponsor, if any.

 Click or tap here to enter text.

1. Admission cost (if applicable):

Note: When there is no admission cost for members, we charge $40 for non-members. When there is a cost for members, we generally charge more for non-members.

Click or tap here to enter text.

1. Generally, all rsvp’s are directed to 410-539-5936, [www.baltimorebar.org/calendar](http://www.baltimorebar.org/calendar)
2. Should you want to serve lunch at a live event, please assist in finding a sponsor.

Click or tap here to enter text.