



## SECTION CLE EVENT SERVICES

The following services are available to sections at an hourly rate of \$30 per hour per OSB CLE staff member (additional charges may apply):

- Subject to staff availability, on-site registration assistance by CLE Seminars staff (two-hour minimum)
- Assist the section with selecting and reserving an event facility; recommend room arrangements
- Obtain, review, and forward the facility contract to the OSB Executive Director for approval
- Review registration information before CLE event notices are distributed
- Assist the section with making catering selections and finalizing the Banquet Event Order (BEO) with the facility
- Assist the section with audio visual equipment selection

To discuss CLE event services, please contact:

Kelly Dilbeck  
CLE Seminar Event Coordinator  
kdilbeck@osbar.org  
(503) 431-6352 or toll-free in Oregon (800) 452-8260, ext. 352