



Seminar Committee

The Seminar Committee is instrumental in providing SCUPA's annual legal educational event that is accessible to members and nonmembers alike. This is also the primary annual fund-raiser for the organization. Its importance cannot be overstated, and it typically requires a team to coordinate the myriad of activities associated with it.

Service on the Committee provides exposure to a variety of event-planning activities that include:

- Contracting for conference room spaces;
- Contracting for catered food services;
- Securing speakers;
- Assembling the speaker handouts;
- Applying for CLE credit;
- Preparing the seminar brochure;
- Distribution of the brochure;
- Securing vendors and sponsors;
- Securing door prizes;
- Coordinating technological support for the speakers;
- Managing the event and the volunteers assisting;
- Sending in charitable donations selected by the speakers;
- Submission of invoices for payment;
- Initial preparation for the next year's event.

The skills acquired from working with this Committee are instrumental to many other event activities that may be encountered both professionally and personally.

For more information contact seminar@scupa.org.