

## Component Event Template

Event Name: Reception to Honor the Bankruptcy Judges of the Southern District of New York

Event Date: 1/27/14

Chapter(s) Participating: Bankruptcy Section of the Southern District of New York Chapter

Section/Division(s) Participating: Bankruptcy Law Section

Brief Description of the Event: A reception to honor the bankruptcy judges of the Southern District of New York. Remarks by Chief District Judge Preska, Chief Bankruptcy Judge Morris, and Chair of the S.D.N.Y. Chapter, William Dahill. *Not for CLE credit.*

Total Number of Attendees: 70 - 100

Target Audience: Federal judiciary and members of the bar.

Description of Marketing Efforts: Email event flyer to SDNY Chapter and national Bankruptcy Law Section members; event noted on Section website

Total Budget Amount: \$2,500 – \$3,000 (donations from Bankruptcy Law section and private firms) for catered reception and photographer

Advice for Those Replicating the Program:

Event Contact Person: Ira Abel, Chair, Bankruptcy Section of the SDNY Chapter  
Robert Weber, Bankruptcy Law Section co-chair

Sample Attachments (Marketing Emails, Agenda, Speaker Invitation Letter, Program, etc): Attached