CMCP

PARTNER WITH CMCP

Host a CMCP Program or Event

CMCP partners with member law firms and corporate legal departments to host programs that strengthen professional relationships, open doors to business development, and advance CMCP attorneys in the legal profession. Hosting is a meaningful way to show your organization's commitment to professional development and to creating opportunity across the legal community.

WHY HOST

What your organization gains

Visibility

Reach CMCP's statewide network of law firm and in-house attorneys.

Engagement

Give your own attorneys a platform to lead, speak, and connect.

Recognition

Be recognized in event marketing as a valued partner advancing CMCP's mission.

FORMATS

Programs you can host

Networking & Relationship Building

Mixers, receptions, and gatherings that connect law firm attorneys, in-house counsel, and the broader CMCP community.

Professional & Career Development

Leadership, advancement, mentorship, sponsorship, business development, and professional visibility.

Substantive Legal Programs

Developments in substantive law, legal practice, and emerging issues for business attorneys. May qualify for California MCLE credit.

Specialized Programs

Events for a particular audience, practice area, or career stage, subject to CMCP approval.

Every program should reflect CMCP's mission. Substantive programs work best with networking time before or after the presentation.

ROLES & RESPONSIBILITIES

How we work together

Who can host

Current, dues-paid CMCP member law firms, corporate legal departments, and service providers. CMCP may approve co-hosting, where one organization provides the venue and another sponsors food, beverage or other costs.

What it costs

Costs vary by format and attendance. A networking mixer needs different catering and AV than a speaker program. We confirm all financial arrangements during initial planning.

Your organization	CMCP
VENUE & COSTS	
• Provide an appropriate venue • Cover all food and beverage, including service charges, taxes and gratuities • Provide AV equipment and technical support • Cover other venue costs such as security, parking and furniture rentals	• Confirm financial arrangements and responsibilities with host at the start • Review and approve co-hosting arrangements
PROGRAM	
• Bring your attorneys, marketing team, business development staff, and/or event/facilities staff to planning meetings • For substantive programs, include at least one of your attorneys as a speaker or moderator	• Approve the concept, title, description, agenda and speakers • Coordinate speaker invitations, content and run of show • Determine MCLE eligibility and manage compliance
MARKETING & INVITATIONS	
• Provide your official organization name and logo • Help identify audiences and prospective attendees • Promote internally and through your networks, and encourage your attorneys to attend • Check with CMCP before sending your own invitations or promotional materials	• Create and send invitations and promotional materials • Promote through the CMCP eBulletin, website and targeted outreach • Manage registration, reminders and attendee communications • Recognize your organization in event marketing
EVENT DAY	
• Prepare the space: room setup, seating and furnishings • Coordinate catering service, microphones, screens, and AV support • Share building access, security, parking, and accessibility details	• Track RSVPs and share registration reports and attendance counts • Run check-in and name badges, with help from your staff as needed • Coordinate the agenda and run of show • Handle MCLE attendance and documentation

PLANNING TIMELINE

Start early, launch strong

10–12 weeks
before the event

Begin planning

Kick off with CMCP to shape the concept, format and audience. This leaves time for program development, speaker recruitment, marketing and registration.

8 weeks
before the event

Lock in the essentials

- Date, time, location, and format
- Speakers and moderators
- Food and beverage
- Title, description, and audience
- Attendance and venue capacity
- Any MCLE requirements

Before any
announcement goes out

CMCP approval

CMCP reviews and approves the concept, title, description, agenda, and speaker lineup. The date and format also depend on CMCP's programming calendar and staffing.

6–8 weeks
before the event

Promotion begins

CMCP opens registration and starts promoting the event. Together we set deadlines for registration lists and final counts based on catering and building security. Share any capacity limits, registration deadlines or guest-access rules before invitations go out.

MCLE CREDIT

CMCP is an approved MCLE provider through the State Bar of California

For programs designated for credit, CMCP determines eligibility and handles compliance:

- Reviewing program content
- Verifying attendance
- Issuing certificates of attendance
- Collecting written materials
- Providing program evaluations
- Keeping State Bar records

Speakers and moderators help meet MCLE requirements, including deadlines for written materials.

Credit is not automatic. Please do not advertise MCLE credit until CMCP has confirmed the program qualifies.

SPEAKERS & MODERATORS

Building the right lineup

CMCP and your team recruit speakers together. All speakers and moderators are subject to CMCP approval.

- Law firm speaking roles are generally reserved for attorneys at current CMCP member firms.
- Panels may include attorneys from several organizations, practice areas, and backgrounds.
- The host's senior leaders are welcome to give opening remarks or introductions.
- In-house counsel speakers may bring a range of backgrounds and experiences.
- Judges, academics, business leaders, and consultants may join when their expertise adds to the discussion.
- CMCP does not ordinarily pay speaker honoraria or fees unless approved in advance.

REGISTRATION

Who attends

CMCP sets the registration process, eligibility, capacity, and any fees. Most networking and educational programs are free for current CMCP members, and CMCP sets nonmember fees when they apply.

Some events have limited capacity, participation criteria or invitation-only registration. The host is welcome to recommend guests; CMCP manages registration and confirms participation.

VIRTUAL PROGRAMS

$1,500 per session

Covers one 60–90 minute program. CMCP manages registration, invitations, marketing and coordination.

Full-day, multi-session and conference programs are priced separately by scope. The same content, speaker, marketing and MCLE guidelines apply.

Approvals and changes

Every program is subject to CMCP's final approval, and CMCP may ask for changes to content, speakers, format, timing, or materials. Please check with us before changing an approved date, location, speaker lineup, or format. If something unexpected comes up, we will work through it together.

Ready to host?

We'd love to hear your ideas and explore how your organization can partner with CMCP on a meaningful, engaging event.

events@cmcp.org