

Youth Law Day Timeline

6-9 months ahead

- check academic calendars for non-conflict days
- choose appropriate event date
- secure host institution
- establish subcommittees
- draft event budget
- secure funding

3-6 months ahead

- decide size and age of audience
- invite classes
- contract with caterers or on-site food vendor
- invite State Bar president and local bar representatives
- plan for substitute coverage/payments/school travel costs

2-4 months

- draft agenda
- invite potential speakers/panelists/facilitators
- invite deans/president of host institution
- solicit giveaway items from colleges/law schools/bar associations
- arrange photographer/videographer
- arrange for technology needs (laptops, screens, projectors, microphones)
- secure law school students as ambassadors
- arrange staff for registration table
- draft evaluation tool

1 month ahead

- secure lists of students and teachers attending
- make names badges
- make certificates of attendance
- finalize agenda
- finalize evaluation tool
- secure thank you gifts for presenters/speakers

3 weeks ahead

- print event program
- print name plates for speakers/presenters
- finalize menu with food service
- secure pens and pads for each attendee and speaker

2 weeks ahead

- put together packets for students

1 week ahead

- confirm meal counts to food providers

Day of

- appropriate signage directing students to registration
- open registration early
- check-in system in place
- arrange secure place for coats and backpacks
- giveaways and packets ready and displayed
- keep event on agenda timeline
- pass out and collect evaluations
- ensure classes leave on time for transportation home

Post event

- All planners and volunteers in a post-mortem
- Thank yous sent
- Bills paid
- Budget balanced
- Press releases/photos sent to media
- All event notes, documents and photos filed