



Law Day Checklist

Initial Planning – Convene a committee and focus on your goals.

- Identify and convene a Law Day planning committee – decide upon methods of communication (face-to-face meetings, teleconferences, email, etc.).
- Create a schedule and a budget.
- List your main objectives – do you plan to reach out to young people? Create awareness about the law in the community? Acknowledge service of legal professionals?
- Draft plan of action – what will your program include: classroom visits, public programs, or courtroom visits? Will there be multiple components to your Law Day program?

February – Customize your program(s) outreach.

- Finalize plan of action.
- Reach out to participants, teachers, speakers, and others who will be directly involved in your event.
- Select activities and other materials to be used in presentations or classroom visits.
- Solicit sponsors or in-kind funding.
- Draft publicity and media campaign.
- Finalize logistical arrangements for activities and participants.
- Purchase Law Day materials by February 26 to receive a 10% discount.

March – Design and print all materials for event and publicity leading up to event.

- Convene the planning committee for status reports on the plan of action.
- Download logos and artwork from www.lawday.org to use in your own material.
- Seek collaborations with local organizations, law firms, community groups, and schools.
- Publicize your program(s), whether in local media, through your organization's listservs, or on your website.
- Send out invitations.
- Purchase Law Day materials by March 30 to a 5% discount.

April – Finalize all details.

- Convene the planning committee for status reports on the plan of action.
- Coordinate volunteer responsibilities.
- Provide speakers, presenters or participants with event details and logistics.
- Hire a photographer.
- Follow-up on your publicity efforts.
- Post your program(s) to the Law Day Map of Programs on www.lawday.org

One to two weeks out - Confirm. Confirm. Confirm.

- Confirm meeting logistics, speakers, and media participation
- Order thank you cards or gifts for speakers and sponsors.
- Convene the planning committee for one last meeting to review event details.

After Law Day

- Convene the planning committee to assess all Law Day activities.
- Review your budget.
- Send thank-you notes to all volunteers, sponsors, media, teachers, and speakers.
- Submit your program for the ABA 2010 Law Day Outstanding Activity Award by June 18.