EVENT CHECKLIST

Follow this event checklist when planning your next ACS event. It covers a number of issues that may or may not apply to any given program's planning, and is intended to provide a soup-to-nuts overview so that even the least experienced planner can host an event with confidence. When in doubt, please do not hesitate to contact ACS Student Chapter staff at campus@acslaw.org. We are always happy to talk through logistics, set up or any other issues that may arise

Putting Together a Program:

◎ Select a Topic and/or Speaker for your event. You may consider an ACS Program Guide, hot topics on your campus, or law-related topics that are important to your chapter. Consider speaking with your Faculty Advisor or ACS National Liaison for guidance.
- Once you have selected a topic, invite your selected speakers. Remember ACS policies and guidelines prohibit the taking of a position on policies. It is ACS's policy that: *ACS and its affiliates, including student and lawyer chapters, do not, as an organization, lobby, litigate or take positions on specific issues, cases, legislation or nominations.*

◎ Confirm speaker(s)
- Seek funding approval first from National ACS if you require funds for the event. See our reimbursement policy: https://www.acslaw.org/acs-chapters/student-chapters/student-resources/student-chapter-funding-and-reimbursement/.
- If you requested funds for the speaker, after receiving approval, notify the speaker of the amount that s/he will be reimbursed for.
- Think about the diversity of panelists.
- If appropriate, select a moderator for the event. You may want to ask one of the speakers (if there are more than 2), a professor or your faculty advisor.
- Have speakers sign the ACS Speaker Release Form.
- Schedule a conference call with panelists (and moderator) to review event flow and roles a week before the event.

◎ Post the event to your chapter's page on the ACS website. Click [here](#) for instructions.

◎ Select and confirm introducer (make sure it is not always the same person; consider various leaders in the chapter, the Faculty Advisor, other professor at law school, etc.).

◎ Confirm moderator, at least a week before the event.

◎ Consider co-sponsoring the event. There may be a natural fit for the program topic, so don't hesitate to engage more members of your campus community.
  • Schedule a conference call with cosponsors to discuss roles (advertising, funding, perhaps inclusion as an introducer) and signage.

◎ Room selection/location
  • Reserve a large enough to accommodate expected attendance, but small enough for the room to appear full.
  • Get parking passes for speakers & provide parking information in advance.

◎ Food
  • Can this be a brown-bag event?
  • Budget approval from National in advance if you require funds for the event. Requests for funds must be submitted at least 2 weeks prior to the event.
  • Arrangements made sufficiently in advance and determine deadline for final numbers (can number be adjusted up or down?)
  • Provide vegetarian options (at least 10% as a rule of thumb).
  • Avoid allergy-prone food items, such as nuts.

◎ Spreading the Word
  • Events should be posted on the ACS web site at least three weeks prior to the event. See the instructions on the website linked above. All event postings should include:

    ▪ Title indicating the subject matter of the event
    ▪ Date and time
    ▪ Location (with address or room number if relevant)
    ▪ Full name(s) of speaker(s) with their occupation/location
    ▪ Names of cosponsoring organizations
    ▪ Description of the content of the event
    ▪ Additional relevant details, such as whether or not food will be provided, RSVPs will be required, etc.

- Other methods to spread the word about events:
    - School newspaper or newsletter
    - Facebook
    - Section listservs
    - School-wide email listserv
    - Cosponsoring or partner organization contacts
    - Twitter
    - Posters
    - Fliers on bulletin boards

◎ Multimedia, Audio/Visual, if applicable
- General room setup
- Let event site know of microphone requirements
- Let event site know of any specific seating arrangement and number of seats required

◎ Volunteers
- Recruit one or more people to work the check-in table, greet attendees, greet the speakers, etc.

◎ Confirm you have adequate ACS supplies on hand (pocket constitutions, ACS one pager) at least a week in advance of event. If you need more materials, let ACS know at least two weeks ahead of the event so that we can get them to you in time.

Bring to the Event:

◎ ACS Sign in Sheets – available to print on our [Student Resources Page](#).

◎ Speaker release forms (if not signed prior to the event)

◎ ACS chapter banner; binder clips and table skirt clips seem to work best to secure the banner

◎ Name tents for speakers

◎ Water for speakers

◎ Contact information for all relevant people
- Caterer, prearrange the time for food delivery or pick-up
- Speaker(s)
- Other

◎ Camera
- Take pictures of event and Speaker(s), assign one or two volunteers to this task
    - Note: *Remember to make sure front of the room is full of attendees – makes for a better picture!*

At the Event:

◎ Set-up
- Arrive early enough so that everything is set up before speakers arrive. This may be their first impression of ACS; minimize the chaos.
- Select someone to meet the speakers. Designate a time and location to meet each speaker. Get a parking pass in advance for the speaker but if parking will need to be paid by the speaker, provide all information to the speakers ahead of time to minimize their efforts.
- Place the registration table where attendees *must* walk by it.
  - Have sign-up sheets printed and available for the event.
  - If you have planned other events for the semester, have a flier with information on the next events.
- If applicable, set the food up far enough away from registration desk to avoid bottlenecking.
- Membership/Outreach chair(s) should be nearby to answer membership questions and to encourage new members/renewals.
  - If possible, set up a laptop with the ACS membership page prominently displayed and encourage members to sign up there.
- Make sure there are enough trash bins both inside and outside the room.
- Clearly mark the room and display signage directing people from the entrance to the room.
- Bring or secure water for your speakers.
- Run a test of the A/V equipment, if applicable.

◎ Introducer should welcome the audience and briefly read a statement about the mission of ACS at the beginning of the program: "For those not familiar with ACS, we are a national network of lawyers, law students, judges, and policymakers who believe that the law should be a force to improve the lives of all people. The ACS chapter here at [your school name] hosts events on timely and significant topics in law to encourage progressive dialogue and advance legal thought on these issues."

◎ Introducer should then introduce the speakers. If it is a panel discussion, the introducer should introduce the moderator who will then introduce the other panelists.

◎ Volunteers
- Determine where the bathrooms are so you are prepared when asked.
- If you have enough volunteers, send someone to the building entrance to greet and direct attendees.

◎ Determine how to conclude the event
- Will the organizer stand up and say there is time for one more question at a predetermined time? What is the agreed upon time to

do so?
- Tell the speakers how much time they each have to speak if it is a panel discussion – timekeep using visual cues if necessary.
- Will the moderator look for a signal from the organizer? (Consider having a timekeeper with time-cards.)

◎ Assertively end the program on time
- Encourage people with more questions to stay afterward if the speakers have time.

◎ Make sure the introducer or a chapter leader:
- Thanks the audience for attending,
- Thanks host, cosponsors, organizers and volunteers,
- Recognizes any judges, faculty advisor, professors, deans, or VIPs in attendance
- Identifies chapter leaders and asks attendees to speak with them in order to become more involved with ACS,
- Asks attendees to join ACS, explain membership benefits and provide them with a way to join (membership brochures),
- Plugs upcoming events, and
- Plugs ACSLaw.org chapter webpage and Facebook/twitter pages, if applicable

◎ Have chapter leaders or volunteers at the door to thank attendees, point out trash cans/bathrooms if necessary.

Follow-up:

◎ Clean up, if necessary.

◎ Send thank you letters to speaker(s).

◎ Send pictures of sign in sheets and the event to campus@acslaw.org.

◎ If you requested funding in advance for your event, submit a reimbursement request using the instructions on this page.

◎ Send a follow-up email to your chapter recounting the details of the event.

◎ Send an email to the new folks who signed up welcoming them and inviting them to plan and attend future meetings.

Please remember that all documents for events that include the ACS logo should be sent to National for review prior to printing for event.