

## Pre-Law Event

Objective: Increase undergraduate interest in and knowledge about attending law school and the various opportunities available after law school

Date held: Wednesday evening before JRCLS Annual Leadership Conference

Place held: BYU Wilkinson Center

Budget: none available

### Planning

- Begin discussing event and topic(s) to be discussed 7-8 months prior to event;
- Ask speaker(s) 5-6 months prior to event (no money is available for airfare, etc.);
- Reserve room at Wilkinson Center in April by calling BYU Scheduling (801-422-3134); four venues are available: Varsity Theater which seats about 400, Little Theater which seats 128, Rooms 3280 (seats 254) and 3290 (which seats 236), Courtyard which can seat hundreds); this reservation must be made by someone attending/working at BYU;
- Reserve and coordinate necessary equipment (mikes, platforms, AV needs, etc.) when room is reserved;
- Refreshments are ordered through BYU Food Services; these have been paid for/donated by the law school in the past; (Professor Hernandez has helped with this);
- Publicity: have WIL Committee work on this as a group; possible methods: press releases in September, posters (8 ½ x 11) placed on bulletin boards one week ahead of event, provide flyers to Information Desk at Wilkinson Center, texts and emails sent to groups/majors that have expressed interest in the legal field, facebook invitation to same groups, postcard handouts given to specific major candidates, notice/invitation in newsletters sent out by select departments, have event listed in JRCLS mailings (hard copy in CM, email newsletters, etc.)
- Give small gift the evening of event to presenter(s) and also send thank you note(s) which displays JRCLS logo
- Post review of event on WIL blog and send submission to JRCLS publicity committee