

Checklist/ Timeline for Community Legal Education Seminar [FAMILY LAW]

Six Weeks or More Before:

- Establish a committee and brainstorm possible host sites, topics, speakers.
- Contact potential host sites.
- Contact potential speakers.
- Set date and time for seminar.
- Send letter to confirm dates with host site and speakers.

Six to Four Weeks Before:

- Send out letters, volunteer forms to local VLP attorneys.
- Send confirmation letter to attorneys who volunteer.
- Create flyers and posters.
- Send letters and flyers out to host site and other agencies/clients.
- Visit host site, if possible, to work out logistics.
- Solicit food donations

Three weeks before:

- Follow up by phone, if needed, to get adequate number of volunteers.
- Send out press release.
- Send letter to speakers asking for any handouts to be copied and put into packets.
- Start copying pamphlets for information packets.

One week before:

- Follow up on press release with local media.
- Send out info packets and maps to VLP attorneys.
- Assemble client packets.
- Create/copy:
 - Volunteer nametags
 - Client assignment sheets
 - Room Assignment Sheets
 - Door Signs
 - Nameplates
 - Attorney Note Sheets
 - Staff Surveys
 - Volunteer Surveys
 - Client Surveys
 - Sign in sheets

Week of the Seminar:

- Follow up with volunteers.
- Call site, make sure everything is ready to go.
- Buy/gather supplies for seminar:
 - Client nametags
 - Pens
 - Paperclips

Legal Pads

- Assemble folders for attorneys:
 - Create Instruction Memo
 - Attorney Note Forms
 - Volunteer survey
 - Legal pads
- Assemble materials for non-attorney volunteers/staff:
 - Memo
 - VLP sheets
 - Intake forms
 - Citizenship/release forms

One Day Before:

- Call to check on any last minute details at site.
- Put everything into boxes, go over checklist. Make sure you have everything.

Day(s) after Seminar:

- Send thank you notes to VLP attorneys.
- Send thank you notes to speakers, site,
- Contact VLP to send any case referrals.
- Send intake sheets to the VLP.