



DEVELOP AN EVENT PROGRAM

Once you have your organizing team in place, it's time to start thinking about how you would like your program to "look" – how long, for example, or how informal/formal you think is best. First Monday Campaign events typically last between 45 and 90 minutes. Here is a sample program agenda:

SAMPLE AGENDA

- 5 minutes Welcome and Introductions
- 12 minutes Film Presentation
- 10 minutes Comments from a Speaker(s)
- 20 minutes Discussion or Q& A
- 5 minutes Closing Comments, Acknowledgements & Announcements
- Serve Refreshments

Speakers and Panelists

- To help attract audience members, consider recruiting speakers who are well versed in the judicial selection process and knowledgeable about law or individuals who have been affected somehow by a recent related decision by the federal courts.
- Possible speakers could include:
 - Elected Officials
 - (retired) Federal or State Judges
 - Spokespersons for Judicial Reform Organizations
 - University Professors
 - Public Interest Attorneys
 - Clerks for Federal Judges
 - Civil Rights, Pro-Choice, Environmental, Consumer or Labor Leaders
 - Journalists/Political Reporters
- Be sure to extend the invitation to a speaker well in advance of the event – you'll have better luck in recruiting a speaker if he or she has ample time to schedule and plan.
- Consider inviting more than one speaker in case your first choice for a speaker is unable to participate. If more than one speaker agrees, you can always switch to a panel format (remember to find a moderator!), or simply have them speak in turn.
- Committee members should divide up tasks for maximum efficiency – with one member taking responsibility for recruiting speakers, another for reserving a room and AV equipment, etc. Other tasks include ordering snacks and beverages, creating and posting flyers on campus, sending invites and promotions to campus e-mail lists, and handling press outreach/media relations. (See our other tip sheets for advice on how to manage these tasks.)
- Download discussion questions to help facilitate dialogue at your event.

Alliance for Justice can help you find speakers for your event. Simply contact us at studentactioncampaign@afj.org to request help with identifying a speaker for your event.