

## 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 <a href="http://www.afj.org/student/student_action_campaign/2006_SAC_Discussion_questions.pdf">www.afj.org/student/student_action_campaign/2006_SAC_Discussion_questions.pdf</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 of the 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.
- Download discussion questions at [www.studentactioncampaign.org](http://www.studentactioncampaign.org) 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](mailto:studentactioncampaign@afj.org) to request help with identifying a speaker for your event.