Law School Host Check-List

- **Set the Date**
  - A calendar for law schools to list their date is available at: http://www.tals.org/cliniccalendar
  - *Recommendation:* Ideally, schedule your clinic at least two weeks before or after other clinics on the calendar. This allows time for the question queue to refill with new questions for your volunteers to choose from after the last clinic.
- **Notify TALS of your Date**
  - TALS will ensure your event is added to the calendar and create a post-event survey for you.
  - TALS will watch for new volunteers to sign up before/during your event.
- **Set the Venue**
  - Pick a space that allows for multiple laptops (or tablets) to be set up for volunteers and students to answer questions.
  - *Recommendation:* The goal should be to obtain a venue where participants can all see the screen they are using to respond to a question. Classrooms or dining areas make great space. The group can get noisy as they collaborate across tables, so some place where noise will not be a factor is useful.
  - Your venue may determine the number of people you can fit.
- **Set Attendance Limits**
  - *Recommendation:* Set 3 students for every 1 volunteer when possible. We recommend no more than 8 volunteers and 24 students for a manageable group size. If possible, mix your student groups by year (i.e. 1 volunteer attorney with one 1L, one 2L, and one 3L). This is not always possible, but has been successful when possible.
- **Set the Time**
  - *Recommendation:* Avoid competing against classes whenever possible. If you can provide food, lunch time is great. If you choose to only provide coffee or snacks, try a time after school/work hours.
- **Seek Out Volunteer Attorneys**
  - Contact faculty, alumni, friends, and local bar members, who might be interested and available to ask if they would volunteer.
  - *Recommendation:* Remind volunteers their time qualifies for dual CLE credit and that they are covered under the site's malpractice insurance for work done during this clinic.
- **Send Confirmed Volunteers Instructions**
  - Provide volunteers who agree with volunteer instructions (provided by TALS) on how to register (if they need to do so) and how to select questions for the event. Don't forget to send reminders as appropriate/needed. Be prepared that some volunteers will not follow instructions.
- **Recruit Students**
  - Use your law school's legal aid group (if applicable), email lists or flyers in the appropriate place to notify students of the event
- **Pair Volunteer Attorneys and Students**
  - Pair up confirmed volunteers with students.
  - *Recommendation:* Ask for areas of interest from students and match those to the questions your volunteer attorneys submit to you.

Host Check-List Continued

- **Send Law Students Selected Questions (if you'd like to give students time to research)**
  - Provide students with selected questions as soon as the attorney notifies you what question they choose, give them time to think about and draft their thoughts/responses.
- **Send Reminders to Attendees**
  - Include relevant information like parking or directions.
  - Remind everyone to bring their laptops.
  - Remind volunteer attorneys to ensure they've signed up for TN Free Legal Answers.
- **Prep the Venue**
  - Set out snacks (if applicable).
  - Organize seating (if applicable).
- **Conduct the Clinic!!**
  - Take pictures
  - Remind students of places to find resources (like help4tn.org).
- **Send Post-Survey Follow-Ups**
  - Thank students and volunteers for attending and provide them with a post-event survey link provided by TALS.