

AHLA Day Planning Information

This outline provides a structured plan for AHLA leaders to organize and host local events, such as breakfast gatherings or brown bag luncheons, to promote AHLA involvement and encourage participation.

Timeline For Planning and Execution

3-4 Months Before AHLA Day

1. Define Goals and Objectives:

- Showcase AHLA benefits and resources and opportunities for engagement.
- Foster connections between attendees and AHLA leaders.
- Highlight the Association's educational offerings, membership benefits, opportunities to volunteer, ways to build and leverage professional networks.

2. Identify Hosts and Venues:

- Reach out to AHLA colleagues to secure hosts for the events.
- Determine if events will be hosted virtually or in-person (e.g., at law firms, universities, or local organizations).
- Suggest timing to align with organizational or academic schedules.

3. Create a Preliminary Event Outline:

- Choose an informal format, such as a breakfast meeting, brown bag lunch, or evening reception.
- Outline key talking points and any planned activities (e.g., short presentations or Q&A).

2 Months Before the Event

1. Secure Speakers and Attendees:

- Confirm AHLA leaders as event facilitators or speakers.
- Identify key attendees to invite (e.g., local law students, young professionals, or health law practitioners).

2. Promote the Event:

- Distribute digital flyers and invitations through AHLA channels, the host organization, and social media.
- Partner with local schools, firms, or organizations to share details with their networks.

3. Collect Materials:

- If hosting an in-person reception for networking, provide materials for those in attendance desiring more information about AHLA.
- If hosting a breakfast or brown bag lunch, show the AHLA Video, use the PowerPoint as a guide, and facilitate a Q&A session.

1 Month Before the Event

1. Confirm Logistics:

- Reconfirm venue, AV equipment, and any necessary supplies.
- For virtual events, ensure the platform is set up and tested.
- Finalize any refreshments or catering for in-person events.

2. Send Invitations and Reminders:

- Email invitations with RSVP instructions.
- Follow up with registrants a week later to confirm attendance.

3. Coordinate Speaker Preparation:

- Provide speakers with talking points and attendee information to tailor their remarks.

1-2 Weeks Before the Event

1. Finalize Event Details:

- Send out event reminders, including venue directions or virtual login links.
- Share a finalized agenda with speakers and key participants.

2. Prepare Event Setup:

- Print name tags, handouts, and feedback forms.
- Arrange seating and test AV equipment for in-person events.

Event Day

1. Setup:

- Arrive early to set up the venue or virtual platform.
- Ensure all materials and refreshments are ready.

2. Facilitate the Event:

- Welcome attendees and introduce the speakers.
- Share insights about AHLA's mission, resources, and opportunities for involvement.
- Encourage participation in discussions and networking.

3. Wrap-Up:

- Thank attendees and speakers for their participation.
- Distribute feedback forms or share a survey link.

Post-Event (1 Week After)

1. Follow-Up:

- Send thank-you emails to attendees and speakers.
- Share a recap or highlights from the event with AHLA and participants.

2. Evaluate and Document:

- Review feedback and discuss improvements for future events.
- Archive event materials and attendance lists.