

Summer Internship Playbook

A Guide for In-House Legal Departments

February 2017

##

## Introduction

This playbook provides insight to legal departments of all sizes on how to implement a legal intern program. Use the checklist below to hire, manage and evaluate interns.

If you would like to publicize an in-house internship opportunity on the cloc.org website, please email info@cloc.org with your company name, point of contact, and how to apply (link or email).

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This Summer Internship Playbook offers best practices for establishing an in-house internship program. We encourage you to adopt or adapt these practices for your company and share amongst CLOC members.

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We hope you find this playbook beneficial and encourage your feedback!

## Internship Program Checklist

1. Preparation
	1. [Determine hiring strategy](#_Before_you_post) – levels and locations, ensure physical seating availability, which practice areas want an intern
	2. Align internal resources around [timelines](#_Timeline) (Is your HR team ready to recruit when you are?)
	3. [Prepare job description(s)](#_Job_Descriptions_1) and internal requisitions
	4. [Post job requirements](#ExampleJobRequirement)
	5. [Interview](#_Interviewing_Tips_for_1)
	6. Extend Offers
2. Onboarding
	1. Welcome emails to interns (identify which practice area they will be in and who their manager will be)
	2. [Onboard](#_Onboarding)
	3. [Meet with interns](#_Intern_Kickoff_Meeting) to determine substantive interest areas of interns
	4. [Assign Buddy – more fun](#_Buddy/Host/Mentor:_An_important)
	5. [Assign Mentor – more professional](#_Buddy/Host/Mentor:_An_important)
	6. Have interns meet teams within legal to get full understanding of work and department
	7. Host departmental happy hour/ice breaker to introduce interns
	8. Establish training needs for interns and schedule training
3. [Intern Project](#_Types_of_Programs)
4. [Managers](#_Buddy/Manager/Mentor) – schedule regular meetings with interns to check in
5. Ensure HR is checking in on the interns
6. Host regular intern lunches - getting the interns together with various members of legal team
7. Arrange time with your GC – GC/Intern breakfast or lunch and follow up meetings
8. [Evaluation](#_Evaluation) – get feedback from departing interns

How to make the case to the GC for an internship program:

Creating an internship program for the legal function has two overt benefits:

* Leveraging the unique/fresh perspectives of law or other graduate students; and
* Creating long-term evangelists of your department's approach to the corporate legal function; and

As a side benefit, if you plan carefully, you can get some basic legal work done. Most importantly, these programs provide an invaluable learning experience to students at a time in their life when they are discovering their career path. This act of giving back should be a priority for all seasoned attorneys, if for no other reason than to pay back the efforts of those who helped you along your way during the early years of your career.

### Before you post a job description consider…

### Strategy and Evaluation of where Interns are Needed

It is important to evaluate and consider where interns are needed most in your department. Does the legal operations team need an intern? What about the commercial contracts team? In which office will the intern be located? Will the intern need specific skills to help that part of the department? Are there potential intern projects in mind? Is there 40-hrs/week of work available for an intern? Do you plan to hire from your intern program? If so, how does that impact all of the above?

### Hiring Post Graduation

As your organization begins to look at the needs of the company and placement of interns, be sure to evaluate where interns might be placed so that they can possibly transition into future positions. Note when you are interviewing where you will need first and second year law students and plan ahead.

## Timeline for Summer Interns

**Mid – July (1 year before internship start)**

If you want to compete against large law firms for talent, you should consider participating in law school on-campus interview (OCI) programs for rising 2Ls and/or posting job announcements.

**August/September**

 On Campus Interviews for 2Ls. If you plan to hire from on campus interviews, be ready with your job postings and requisitions.

**Early/Mid-October – December**

Post job announcements. 2Ls are permitted to apply to employers prior to December 1st (1Ls cannot apply before December 1st).

**Early – mid November**

 Post jobs for 1Ls.

**December 1st – February**

Job window opens for 1Ls [**NOTE**: Students can still research, including informational interviewing and attending general networking events with employers, prior to 12/1].

**Late January – early March**

Interviews (1L On Campus Interviews (OCI) between mid-January and mid-February with employer registration beginning as early as November 1 and registration will generally run through the end of December).

[**NOTE**: Talented students often remain on the market well into the Spring semester, so you should not hesitate to post positions and reach out to law school career services offices if you have a need that arises after January and into April]

**May/June**

 Onboard interns

**Late July/August**

 Complete intern project

Consider converting interns (requisition, offer, etc.)

## Summer Program Considerations

### Dates

* The majority of summer internships programs are full-time and last between 8-10 weeks.
* Internships tend to start in late May or early June since most law schools complete finals in mid-May (some schools on the quarter system end in early June which may require flexibility for start and end dates).
* Summer internship programs should end prior to the intern’s on-campus interview program at their school or permit the intern to take a leave of absence during the on-campus interview program (typically in late summer).

### Pay and Benefits

* Pay for legal interns can vary by employer and geographic region.
* Extending health benefits to summer interns is not necessary.
* Most schools require students to have health insurance coverage during the school year and the vast majority of students can continue coverage over the summer.
* Employers should be clear in job postings what is or is not included as part of compensation.

### Who to Hire

* Both 1Ls and 2Ls make excellent summer legal interns, depending entirely on your organization’s needs.
* In general, 2Ls often have more law-related work experience than 1Ls. In addition, they usually will have taken courses related to business law during their 2L year.
* Employers should consider if they can provide a post-graduate offer of employment. While students understand that it is rare for in-house departments to hire entry-level attorneys, some organizations hire directly after law school. Communicating future employment opportunities to the intern prior to the internship and throughout the program is important to establish trust and clear expectations. If your organization cannot offer a full-time position upon graduation, this should not preclude you from offering a summer internship program, but should be considered when discussing the program’s goals with the intern.

### Part-Time and Full-Time Employment

Employers are sometimes interested in having successful summer interns continue their employment part-time during the academic year. For other employers, a part-time need may arise during the academic year.

2Ls and 3Ls are able to work part-time during the academic year. To the extent they are able, employers are encouraged to be flexible with student schedules, particularly around final exams. Law school career offices can help employers post jobs for part-time positions.

Law school career services offices typically provide support to alums considering career transitions throughout the year and maintain job listings that their alums can access.

### Process for posting jobs on school career website

Each school maintains its own system for posting job announcements and registering to participate in on-campus interviews. Many schools license software created and maintained by the Symplicity Corp. for this purpose, so you will find that the interfaces look very similar from school to school. A law school will not typically charge an employer to post a job announcement on that particular schools’ website. However, the Symplicity software has a fee-based feature that would enable your listing to be posted at multiple schools at once.

For example, the Career Development Office at Berkeley Law has devoted a section of its website to providing information to employers. It includes a link to its jobs database, known as the b-Line (powered by Symplicity). There is no cost to register as an employer and post a job announcement. It also includes a link to information about on-campus interviews as well as a page providing suggestions for other ways to conduct outreach to students and alumni. This is typical of many schools.

### Resources for finding law schools

NALP Directory of Law Schools – <http://www.nalplawschoolsonline.org>

Searchable listing of law schools, including career services office contact information, on campus interview dates, and information about posting job announcements.

## Job Descriptions

Below are examples of job descriptions for potential intern positions.

### Example Generic Intern Job Description

**Role Description**:

Unique internship opportunity for the right candidate. Reporting directly to \_\_\_\_\_\_ of a \_\_\_\_\_ company, the intern will be responsible for \_\_\_\_\_\_\_\_. Specifically, the intern will take an active role in [for example: ongoing implementation of three key initiatives; new contract management tool (with corresponding template updates); integration of electronic signature capability into the contracting process; and upgrade of the Legal page of the Company’s internal intranet to facilitate “self-serve” resources for internal clients and compliance with governance protocols]. Additional projects will be added as time permits.

**You Might be the Right Person if You …**

-Have the ability to work independently, with minimal oversight, and have a demonstrated ability to follow through on projects;

-Have a genuine interest in learning the role of in-house counsel in a global corporate environment;

-Have a sound grasp of key contracting issues, including software licensing (inbound and outbound);

-Are comfortable/fluent with technology, including SAAS tools, website design, and SharePoint integration

**Specifically You Will ...**

-Evaluate the state of the projects listed in the Role Description at the inception of the internship;

-Execute on outstanding actions with respect to those projects;

-Courageously employ your unique perspective to bring creative and fresh recommendations as to next steps on those projects;

-Reporting your progress in a timely and systematic manner.

**Skills for Success**

This is not a typical law school internship where you’ll come to an office, receive direction, conduct basic research, draft a few memos, etc. This will be much more akin to a “real world” in-house role, in which you’ll be given as much responsibility as you can handle, and you’ll need to be proactive about requesting guidance and support from your supervisor in performing your role. As such, the most critical skill for success in this role is maturity. You must be serious about managing your time and trying to get the most that you can out of this short experience.

**Technical Skills**

At a minimum, you need to be very proficient with Outlook, Word, Excel, PowerPoint, and SharePoint. Some experience in website development would be ideal.

**Experience**

**-**Completion of 1st or 2nd year of law school;

**-**Prior work experience demonstrating business acumen and project management skills; and

**-**Involvement in your law school outside of required activities (e.g., moot court, independent research with a professor, clubs, clinics, pro-bono volunteer, etc.).

**Qualifications**

See “Experience”

### Example Internship Description 1

**Responsibilities:** Under the supervision of the \_\_\_\_\_\_\_\_ Legal team members, you will have the

following responsibilities:

* Issue spotting: You will be given transactional documents to review;
* Commenting: You will be responsible for redlining agreements;
* Negotiating: Negotiating various transactional documents;
* Feedback: As non-lawyers, your feedback is critical to enhancing our training and other
* foundational materials;
* Templates: You will help transform \_\_\_\_\_\_\_\_ contracts; and
* Other duties as assigned.

**Requirements:**

* Must be currently enrolled in an accredited JD program with demonstrated completion of coursework.
* Business background also preferred.
* Must be looking to expand your knowledge and use skills you are developing in law school
* Must be a critical thinker who is resourceful and can problem-solve
* Must be extremely detail-oriented
* Must have strong organizational, communication and interpersonal skills
* Possess a strong work ethic and a positive, can-do attitude
* Must have business-focused attitude and a desire to learn and tackle new things
* Experience with \_\_\_\_\_\_\_\_'s software products, a love of technology, and an interest in learning more about intellectual property, business and commercial licensing a plus

### Example Internship Description 2

### **Job Summary:**

\_\_\_\_\_\_\_\_’s Summer Intern Program is a 3 month summer experience that will provide you with an opportunity to gain in depth knowledge about \_\_\_\_\_\_\_\_’s business and culture as you enjoy meeting with organizational leaders during lunch, network with your fellow intern colleagues at various social events, and present your hard work to \_\_\_\_\_\_\_\_ executives and management. You will be exposed to our culture and values both of which play a key role in \_\_\_\_\_\_\_\_ routinely being recognized as a great place to work as we develop your basic understanding and foundation for future growth and responsibility. During the summer you will develop an understanding of what it takes to run a medium size legal organization from inside a corporation.

**Job objectives include, but are not limited to:**

* Creating communication templates, website, distribution list and Blogs.
* Developing and tracking metrics; track spend, matters, policies and processes through the use of newly implemented legal technology tools.
* Create legal onboarding packet

**Essential Functions:**

This position is within the \_\_\_\_\_\_\_\_ Legal Department’s Compliance Group. The Compliance Group is responsible for the development and implementation of \_\_\_\_\_\_\_\_’s global ethics and compliance function, and associated programs to ensure \_\_\_\_\_\_\_\_ is in legal compliance with requirements and at par with industry best practice. The primary goal of this internship is to provide the intern with a basic understanding of the pillars of an effective business.

**Job Requirements:**

A good team member who is willing to learn with a strong desire to grow in and expand their knowledge in the compliance career path. Willingness to use the skills that are being gained in law school to build a strong foundation for a compliance related career. A passion for evangelizing integrity, ethics, and compliance. Cross-cultural sensitivity and intellect. Strong negotiation skills and ability to build strong relationships with clients throughout \_\_\_\_\_\_\_\_ as well as legal department colleagues worldwide.

**Education and Experience:**

Currently enrolled in an accredited JD program (second year or higher) with demonstrated completion of coursework and/or legal writing in ethics, advertising law, social media, or privacy.

**Core Competencies:**

* Good written and verbal communication skills, patient listener, expertise in working with remote teams a big plus.
* Good legal, analytical, judgment, organizational, advocacy, negotiation and program management skills.
* Knowledge of the Foreign Corrupt Practices Act, or other anti-bribery legislation is a big plus

### Example Internship Description 3

**Job Summary:**

\_\_\_\_\_\_\_\_’s Summer Intern Program is a 3 month summer experience that will provide you with an opportunity to gain in depth knowledge about \_\_\_\_\_\_\_\_’s business and culture and experience in expanding or growing our compliance programs. You will enjoy meeting with organizational leaders during lunch, network with your fellow intern colleagues at various social events, and present your hard work to \_\_\_\_\_\_\_\_ executives and management. You will be exposed to our culture and values both of which play a key role in \_\_\_\_\_\_\_\_ routinely being recognized as a great place to work. During the summer you will develop an understanding of what it takes to run a medium size legal organization from inside a corporation.

**Job objectives include, but are not limited to:**

* Assisting \_\_\_\_\_\_\_\_ in assessing the risk of its legacy partners by reviewing due diligence reports relating to proposed channel partners, identifying adverse findings and recommending mitigation steps.
* Helping the company build an effective tone in the middle by assisting with preparation of videos or other communications relating to compliance topics.
* Assisting with the development of policies, procedures, systems controls and training to address various company risks.
* Assisting with the preparation of reporting metrics on Gifts & Entertainment, Conflicts of Interest, and measuring the overall impact of \_\_\_\_\_\_\_\_’s compliance program.
* Managing and supporting special compliance projects.
* Engaging in \_\_\_\_\_\_\_\_’s culture and developing professional relationships with the Integrity & Compliance team, other members of \_\_\_\_\_\_\_\_’s legal team, internal audit as well as employees in other functions across the company.

**Job Requirements:**

Essential Functions: This position is within the \_\_\_\_\_\_\_\_ Integrity and Compliance Office in the Legal Department’s Corporate, Compliance and Employment Group. The Integrity and Compliance Office is responsible for the development and implementation of \_\_\_\_\_\_\_\_’s global ethics and compliance function and associated programs to ensure \_\_\_\_\_\_\_\_ is in legal compliance with requirements and at par with industry best practice. The primary goal of this internship is to provide the intern with a basic understanding of the pillars of an effective compliance program.

A good team member who is willing to learn with a strong desire to grow in and expand their knowledge in the compliance career path. A passion for evangelizing integrity, ethics, and compliance. Cross-cultural sensitivity and intellect. Strong negotiation skills and ability to build strong relationships with clients throughout \_\_\_\_\_\_\_\_ as well as legal department colleagues worldwide.

## Onboarding

Onboarding an intern will be similar to onboarding any new employee. Provide the intern with any onboarding materials you have. Useful information includes, but is not limited to:

1. Logging in & Getting Set Up
	1. Providing necessary technology (laptop or computer)
	2. Adding Printers
	3. Update your personal information in the HR system
2. Campus Information
	1. Food & Exercise (if applicable)
	2. Floor maps and conference rooms
3. Legal Specific Tools
	1. Access rights to any tools the intern will need
4. Communication
	1. Subscribing to mailing lists, newsletters
	2. Creating your e-mail signature block
	3. Accessing the Legal home page
	4. Accessing other internal sites such as SharePoint
	5. Phones (desk and cellphones)
	6. Instant messaging
5. Timecards: how to fill out and when are they due
6. Other Resources
	1. Templates: where to find branded templates for PowerPoint, Word, etc.
	2. How to contact IT

### Intern Kickoff Meeting

Schedule a kickoff meeting with your intern(s). You can use this meeting to set expectations, learn more about the interns’ interests and discuss the intern project.

**Agenda**

* Assignment Overviews
* Weekly Intern-Only Meetings
* Intern Presentations
* Winding Up

**Assignment Overviews**

* Major Project
	+ Supervisor
	+ Work Product Expectations
	+ Timing Expectations
* Gap-Filler Projects
	+ Projects beyond the major project
	+ Help other interns out with their work

**Weekly Intern-Only Meetings**

* Networking
* Cone of Silence- for questions
* Elected Intern Lead will schedule

**Intern Presentations**

* Format of Presentation
	+ Format is provided to you, but subject to change pending your supervisor’s approval
	+ The presentation may cover a major summer project or a topic of your supervisor/your choosing
* Timing
	+ 15 minute presentations
	+ Week before the presentation, dry run with all of supervisors as mock panel

**Winding Up**

* Assignment Wrap-Up with Supervisor
* Transition Memos
* Feedback
	+ Program
	+ Assignments
	+ Other

## Buddy/ Mentor/Manager

The buddy, mentor and manager roles may take on different names in your organization or one person may serve in more than one role.

**Buddy:** The buddy is typically a peer the intern is paired with to help the intern navigate the workplace. The buddy might be a lunch buddy, a workout buddy at the company gym, a tour guide and an answerer of all questions.

**Mentor:** The mentor might be a more senior employee in the department or company (could be the same person as the manager) who serves as a guide or coach throughout the internship. Mentors may be formally or informally assigned. He or she meets with the intern maybe over coffee or lunch to share knowledge about his/her field, answer questions, serve as a role model, and oversee the big picture of the interns’ experience beyond the day to day tasks.

**Manager/Supervisor:** The manager is the individual the intern reports to, who may be responsible for designing the intern project and working with the intern to complete it (this may also be led by the intern program coordinator), meeting regularly with the intern, and evaluating the interns’ overall performance. Additional roles, responsibilities and expectations of the manager are below.

* Manager Benefits:
	+ Opportunity to mentor, develop, and coach a future manager
	+ Build your management skills
* Overview of Manager Responsibilities:
	+ Design a project for your intern
	+ Evaluate and provide regular feedback/coaching
	+ Complete a midpoint review and participate in calibration
	+ Make a hiring decision and write final feedback, if applicable
* Project Development (If your company institutes a primary summer project program)
	+ The manager should know the project they want the intern to complete ([this should be determined before hiring the intern](#_Before_you_post_1)) and how its success will be measured
		- Ensure summer project is strategic and high impact, with clear results
		- Confirm project summary and expectations with your intern in advance
		- Set clear and specific outcomes and milestones
		- Make it a realistic project for timeframe (10-12 weeks), with a 7-8 week deliverable
		- Showcase talent/background of intern and allow for creativity
		- Level-appropriate, have it resemble a full-time project
* Manager Commitment:
	+ Proactively create development opportunities for your intern
		- Set up 1:1s and provide actionable feedback
		- Involve interns in key meetings and events
		- Identify frequent shadowing opportunities to expose intern to management
		- Look for potential, growth, and response to feedback
	+ Participate in Evaluation/Conversion Process
		- Objectives and Key Results (OKRs)
		- Midpoint Tool
		- Final Evaluations
		- Conversion

**Example of Intern Tracker**



## Types of Programs and Projects:

* Detail and finalize project within the first week of intern’s arrival.
* Work with intern to create project. This includes project definition, outcomes, and milestones expectations and goals.
* Discuss potential pitfalls and how to avoid them.
* Interns typically present the project either through an intern “fair” to company executives and employees or a selection of the department.

Examples of Projects:

* + Contract Abstraction Calculator (Innovation Intern Project)
	+ Regulatory and Compliance Index System (Intern for the General Counsel)
	+ Plan Summer Intern Event ([see playbook here](#_NetApp_Summer_Intern_3))
	+ Ensure SOX Compliance by identifying & locating all revenue contracts outside of a repository
	+ Create or update the company’s document retention policy & procedures to ensure compliance with new regulation
	+ Create a single source “Template Repository” which pulls together all templates stored on legal members’ personal desktops and a version control
	+ Create an Open Source Software attribution .txt file for the company’s OSS if one is not in place (big project)
	+ Benchmarking against industry standards and compare results and present findings (literally can be on anything, since a thorough benchmarking analysis usually takes time)

## Intern Presentation “Science Project”:

Typically a 10-15 minute presentation given at the end of the internship to summarize a specific project on which the intern worked. This can be presented to the Legal Department as a whole or to C-level executives.

[Sample Intern Presentation](https://drive.google.com/open?id=0B3bKZoFQZ4Nsb0hidlJ0c29wUWs)

## Evaluation

It is important to get feedback during the internship as well as at the end of the internship from both the intern and other team members.

Mid-Point Evaluation

* Review project status and provide feedback
* Submit detailed mid-point evaluation on-time
* Identify other team members to provide final feedback

Final Evaluation

* Meet with intern to review project status and overall performance
* Submit detailed evaluation
* Obtain feedback from other team members regarding intern performance
* Use discretion when discussing conversion to full-time offer

Key Take-Aways

* Meet with intern periodically to review project status and overall performance
* Submit detailed evaluation
* Conduct final 1:1 but **manage expectations in regards to receiving a full-time offer**. Please remember that it is not an intern’s job to worry about headcount.

APPENDIX

## Interviewing Tips for Potential Interns

* Do your Research
	+ Research the company you are interviewing with
	+ Be able to answer, “Why this company”
* Immediate First Impression
	+ Smile, eye contact, firm handshake
	+ Greeting
	+ Professional attire/grooming
	+ Appropriate accessories
* Presentation
	+ Exude confidence through body language
	+ Demonstrate strong communication skills by giving short, articulate, organized answers
	+ Demonstrate strong communication skills through appropriate voice projection and tone
	+ Avoid verbal tics
	+ Answer difficult questions
	+ Convey practicality in answering questions about salary expectations
* Response to typical questions
	+ Tell me about yourself
		- Provide a career-focused bio: 2-3 minutes prepared pitch; possible subjects include:
			* Where from/ geographic connections
			* Undergraduate or other degrees: major and why
			* Why law school?
			* Reference a few things from resume
			* Something interesting or memorable about yourself
			* Explain things not evident
		- Match responses to position and employer
	+ Why should we hire you?
		- Substantive legal skill
		- Competencies such as: work ethic, detail orientated, communication, project management
		- Concrete examples of how these skills were developed
		- Communicate how your skill-set would fit the employer’s needs
		- Demonstrate interest in the employer’s work through responses to questions
	+ Behavioral interview questions: Tell me about a time when you had to…
		- Respond using the STAR organization framework
			* Situation, Task, Action, Result
		- Show problem-solving skills
	+ Questions for the interviewers
		- Research employer and prepare 3-4 open-ended questions
* Final tips for interviewee
	+ Bring updated resume, writing sample, and list of references
	+ Everyone in the building is evaluating you
	+ Send thank you card/email to each interviewer within 24 hours or less

## Summer Intern Event Playbook

### Introduction

Interns may be asked to host a summer event to meet company leadership or bring in relevant outside speakers to discuss the legal industry and network. These events give interns the opportunity to network with other attorneys and hear from other interns about their experience.

### Set Yourself Up – Assemble Interns and Set Up Meetings

1. **Send an invite**
	1. Send a calendar invite to all other legal interns to hold an initial meeting about this event. Make it clear in the invite that this is not optional.
	2. At this meeting, you will divide up and discuss all steps listed below. The Operations team (or operations intern if applicable) will act as the facilitator.
2. **Check in periodically and seek constant feedback**
	1. Set up meetings every week before the event to check in with all interns on their progress and to keep them informed on all details.
	2. Set up weekly meetings with the intern coordinator and/or your supervisor to make sure you are on track. Keep them posted on important planning steps.

### Arranging Speakers

1. **Deciding Who to Invite to Speak**
	1. The past couple years have featured three speakers, who each spoke in turn. Speak with your intern coordinator regarding ideas.
	2. Reach out to others in the legal department to get additional contacts.
	3. It is good to have a mix of in-house attorneys and law firm attorneys speak on the panel so interns can get an idea of the different career paths available to them.
2. **Sending Speaker Invitations**
	1. Email your desired speakers at least three weeks in advance of the event. Be sure to relay the day/time/location of the event as well as the expectation that they will speak about their own career path and/or give advice to interns about pursuing a legal career. (You might come up with a different, related topic.) See SharePoint file labeled **“Sample Speaker Email.”**
	2. Send reminder emails to your speakers a week before the event. Let them know to arrive 20-30 minutes before the event to set up.

### Creating the Invitation

1. **Deciding on a Date**
	1. When choosing a date, aim for something as early as possible, but not right before the mid-year shutdowns. Early July works well.
	2. Look for a date that is open on the GC’s, VPs’ and your intern coordinator’s calendars.
	3. Confer with your supervisor or intern coordinator before committing to the date.
2. **Creating a Flyer**
	1. For ideas, see the flyers from past years.
	2. Make sure to include the date, time, location, and RSVP information.
	3. Once you are finished, confer with your intern coordinator regarding the alignment and design of the flyer.
3. **Constructing the Email Invitation**
	1. Address the invitation to everyone on the **Invitee List**, make sure to include all past speakers listed on the **Speaker List** document. Blind copy (bcc) the invitees.
	2. Ask your intern coordinator for additional invitees. Check on desired capacity with your GC, typically around ~50 people. Make sure to include interns AND their supervising attorney so it is a valuable networking event for the students.
	3. Include in the email the date, time, location, and RSVP information that are on your flyer. Attach the flyer to that email.
	4. Be sure to include in your email a request to include names of all attendees from each organization. Indicate that recipients of the email and all of their legal interns are invited.
	5. Forward the invitation to the rest of the legal department.
4. **Following up with Invitees**
	1. Send a reminder email to those who have not RSVP’d five business days after you send the invitation.
	2. Send a reminder email to all who have RSVP’d the week of the event, reminding them of the date, time, and location.
	3. Track the RSVPs from your internal department after your stated deadline.

### Arranging Giveaways for Speakers

1. **Get Gifts for Speakers**
	1. Get gifts for your speakers by either providing your company’s branded gear or by finding outside gifts that are appropriate.
	2. Order speaker gifts for each of your confirmed speakers. Make sure to order gift bags as well.
	3. Arrange the speaker gifts nicely in the gift bags you ordered. Set the attendee gifts aside until the day of.

### Arranging Food, Space, and Decorations

1. **Determine the Number Attending**
	1. 2 weeks before the event, count the number of RSVPs you have received. Add 5-10 to that number and record it for future use.
2. **Ordering Food and Drinks**
	1. Choose what kind of beer you’d like to have at the event. You can order a variety of beer in bottles, or have fewer options in kegs (in 2016, people enjoyed having a couple small kegs of local beer).
3. **Reserving Space**
	1. Locate a space at your company that is big enough to support your guests coming and food and drink catering and speaker panel.
4. **Arranging Microphones and Videotaping**
	1. Make sure you have all appropriate audio/visual equipment for your speakers (i.e. microphones, table, name tags, projector, etc…)
5. **Decorations**
	1. Decide whether you are going to decorate the space.
	2. If you are planning to decorate, go to partycity.com at least two weeks before the event.
	3. Select decorations to order.
	4. Err on the side of faster shipping. Past organizers learned this the hard way.
6. **Nametags**
	1. Print out nametags for all attendees which include their name and organization.

### Preparing the Presentation

1. Ideally it would be great to have the GC introduce the speakers on the panel, but if he is unavailable it should be the intern’s responsibility.
2. **Prepare Introductions**
	1. If the GC is presenting the speakers, prepare an introduction for them, which the GC will present. It should be about 30 seconds long.
	2. Prepare an introduction for the speakers for either GC or an intern to present. They should each be 30-60 seconds long.

**Proofread, prepare more drafts as necessary**

**PRACTICE YOUR SPEAKING PARTS!**

### Day of the Event

1. **Arrive Early to Set Up and Greet Speakers**
	1. Arrive early to the event, and bring the other interns with you.
2. **Start decorating (optional)**
	1. Keep an eye out for speakers to arrive. When they get there, greet them, escort them to the stage area, and explain the logistics of the presentation to them.
	2. Designate Person to Greet Attendees and Distribute Nametags
	3. Set up a nametag table near the entrance of the café.
	4. Have one of the interns sit at that table to distribute nametags and greet attendees.
	5. Give that intern the RSVP list too so that they may check off names as people arrive.
	6. Facilitate Food Setup and Cleanup
	7. Have the food arrive 15 minutes before the final speaker is finished. Designate one intern to facilitate that.
	8. Assist with cleanup at the end of the event. All interns can stay to tear down decorations, clear food, etc.
	9. Make sure the speakers get their gifts on the way out.
3. **Write Thank-You Notes**
	1. Follow up with thank-you notes to each speaker after the event.

**Thank you to the following members of the ecosystem who supported this initiative:**

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| --- | --- | --- |
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