

## Guidelines for Law Student Groups Bringing Judges to Campus

|   | Date Accomplished |
|---|-------------------|
| Obtain written approval from Liz Peck, Assistant Dean. This will involve a discussion of date(s).   |                   |
| Reserve a room via MRM.<br>Reserve a place for a reception, if needed.  |                   |
| See Linda Majeroni, Room 138 MTH, to confirm the date on the events calendar. Linda will also work with you to reserve a hotel room and make travel arrangements for the judge.   |                   |
| See Communications ground level in Hughes Hall to discuss publicity, posters, etc.  |                   |
| Discuss your plan with your faculty advisor. S/he may wish to have a role in the event.   |                   |
| <p>Once the judge has been invited and has accepted the invitation, notify the administrative dean whom you have been working with. The administrative dean will ask you for the following details. Please note that it is your responsibility to make these arrangements and be able to answer these questions:</p> <p>a) Exact time the judge is arriving in Ithaca. If by air, who is picking up at the airport and who will be taking the judge back to the airport.</p> <p>b) When will the judge meet with Dean Peñalver?</p> <p>c) When will the judge meet with Vice Dean Ohlin? Note that in connection with the judge's visit, you will be expected to contact Dean's and Vice Dean Offices to determine their participation.</p> <p>d) What role will your faculty advisor have?</p> <p>e) What other plans have you made for the judge?</p> <p>f) Meal plans—Where has Linda Majeroni made reservations and for whom?</p> <p>g) Details of judge's talk, title of program and location. Who will introduce the judge to the audience? Has the introducer been provided with background information sufficient to write an appropriate introduction?</p> <p>h) Members of student organization should dress professionally. Send thank-you note following the visit.</p> |                   |