

EVENT REQUIREMENTS

To ensure events are well-supported and run smoothly, please follow the steps below for each hosted event or presentation:

- Submit an Event Request Form at least 2 weeks before the event date
- One week before: Create and post a flyer around campus
 - Include: event time, date, topic, location, and food being served
 - Promote on social media (CEB will assist with this)
 - Pro tip: ask for RSVPs via QR code or link to estimate food needs
- Set the Scene: Use your CEB banner and swag to represent proudly!
- Take photos to post on social media and share with the CEB team
- During your presentation, pause midway to guide attendees through the AccessLaw registration process using a live slide
- Collect names and emails using a sign-in sheet
 - Transfer to Excel and send to Griffin within the same week
- Submit a Post-Event Report Form, including your attendance Excel sheet

TYPES OF EVENTS YOU CAN HOST

- Getting to know CEB and platform demo
- Coffee & Case Law: Free coffee and doughnuts for anyone who registers or shows proof of registration
- Tabling with info and swag
- Partner with another student org for a co-sponsored event
- Ideas of your own! You know your law school community the best and we encourage you to come to us throughout the year and pitch events/opportunities/ideas!



HOW TO TABLE ON CAMPUS

Tabling 101: How to Represent CEB Like a Pro

Tips:

- Coordinate with law school admin to ensure that you abide by all tabling rules and requirements
- Pick a high-traffic location: near the law library, student lounge, or popular coffee spot.
- Make sure to vary where and when you table.
- Use your social media to let students know where you're tabling the day before so they can come find you.
- Make sure that CEB banner and swag are on full display
- Use your swag to draw attention.
- Smile, introduce yourself, and ask: "Have you heard of CEB or AccessLaw yet?"
- Keep your computer and QR ready code ready for quick sign-ups.
- Walk student through registration using your computer.
- Make sure to remember that swag, food, and giveaways are for students who register or share their proof of registration.
- Always follow your school's rules for tabling.

