

Mentorship Party Policies and Procedures

I. Policies: i.e. when the party will take place in relation to the matching party, who do we invite, goals.

II. Procedures in preparation for the Party

A. ROLES and RESPONSIBILITIES: Having a “taskmaster” in charge of each aspect of party preparation and execution has proven to be a big help in the smooth running of the party.

1. A committee member or staff person will be assigned to oversee each of the following areas:
 - a. Overall coordination
 - b. Publicity
 - c. Speakers
 - d. Drinks
 - e. Food
 - f. Paper products and utensils
 - g. Welcome table
 - h. Cruise direction
 - i. Party set up
 - j. Party clean up
2. An overall coordinator will be in charge of regularly checking in with each committee or staff member assigned to an area above, and should send weekly progress reports to the committee.
3. The coordinator should compile a list of the volunteers who have signed up for the various volunteer positions, and post this list on or near the staffing table so that taskmasters can check it when needed and make sure that everyone is in position when they’re supposed to be.

B. BUDGET: In the past, our budget has been \$500. When this proved to be inadequate, the budget was raised to \$1000 in the 2007 fiscal year.

C. FOOD:

1. We have found that tamales (3 large trays) have worked well and provided enough sustenance to keep people happy when supplemented by a variety of dipping foods from Costco.
2. We have usually had 100 to 120 people at the party, so we should plan accordingly.

D. DRINKS:

1. Generally we serve beer, wine, tequila margaritas, and soft drinks.

2. **Keg Donation:** Each year we arrange for a law firm to donate a keg for the party, and to arrange for its transportation to the party. In the past we have relied on Jose Luis Fuentes and his firm Siegel & Yee for this, but other firms should also be considered. Kegs usually come with a plastic bucket for ice.
3. **Wine:** It seems that we always have wine left over, so that David Weintraub has been developing a little Guild wine cellar. Each year we should take stock of how much wine we already have in considering how much, if any, to purchase. (*How many bottles of red/white do we usually go through?*)
4. **Bartending:**
 - a. One individual should take on the role of taskmaster for the bar, at which margaritas and wine are served.
 - b. Prior to the party the taskmaster should ask staff and board members to preside over the bar in half hour shifts from 6:00 until 9:00. The taskmaster should also make sure that those persons who have signed up for shifts fill those shifts.
5. **Quantities:**
 - a. Margaritas: Depending on the recipe used, three to four liters of tequila should be used, and (*X bottles*) of margarita mix.
 - b. We need enough ice to keep the beer cold in the plastic bucket provided with the keg, and two (*?*) dedicated 20 pound bags of ice for the margaritas.
 - c. Some people either don't drink, or drive to the party. For this reason, we should have plenty of soft drinks and bottled water.

E. PAPER PRODUCTS AND UTENSILS: As of this writing, we have enough paper products and utensils in David's basement to last several parties. The committee member in charge of this area should take stock and buy accordingly.

F. SPEAKERS:

1. **Master of Ceremonies:** The favored MC is the President of the Chapter. The person in charge of arranging speakers should tell her or him who to thank, etc.
2. **Other speakers:**
 - a. We usually have two "general" speakers, plus one speaker to present the "mentor of the year" award (discussed below). In general, speakers would talk on what the program has meant to them, and/or what it means to the Guild.
 - b. The committee will decide on several appropriate speakers to potentially speak at the party. One member should take on the task of arranging for speakers, and should approach the persons nominated by the committee.
 - c. Diversity is valued in nominating potential speakers.
3. **NLG Mentor of the Year:**
 - a. Prior to the party, the committee should choose one mentor to be that year's "Mentor of the Year" based on his or her "in recognition of his or her exceptional

mentoring work.” It is important to determine that the award recipient will actually be at the party.

- b. The person in charge of arranging speakers should prepare a framed certificate for the award recipient. Cheap frames are available at Ikea. An example of the certificate is included at the end of this guide.
- c. The award recipient’s mentee should be encouraged to wax poetic about his or her mentor as the third speaker at the party, and to present the award at the end as a surprise.

G. SET-UP:

1. Set up will begin at 5:00 (at the latest).
2. At least four people should be involved in setup to ensure that it is complete by 6:00.
3. A setup taskmaster should solicit volunteers prior to the party, and should remind these volunteers of their agreement to help set up and encourage them to be their on time.
4. As part of set up, we want to make sure we have plenty of garbage cans by the tables.

H. CLEAN-UP:

1. Clean up will begin at 9:00, and will end when the house is squeaky clean.
2. At least four people should be involved in clean up to ensure that it is thorough and that it ends at a reasonable hour.
3. A clean up taskmaster should solicit volunteers prior to the party and then hunt them down during the party to remind them of their agreement to help clean up.

I. WELCOME TABLE:

1. **Set up:**
 - a. A card table should be placed by the front door during set up, presided over by a staff or committee member, who will greet people, encourage them to fill out name tags, and encourage them to sign up under certain circumstances (outlined below).
 - b. Set up should be complete by 5:30 so that we can catch early arrivals.
 - c. Supplies such as pens, brochures and name tags will be supplied by the office.
2. **Name tags:** Name tags should be procured in three colors, one color each for students, legal workers and attorneys. This will make it easier to identify potential conversation partners at the party, especially since it is often difficult to distinguish between the groups (there being, for example, young attorneys and older students).
3. **Sign ups:**
 - a. Partygoers will be encouraged to sign in if:
 - i. They are new to the mentorship program and have not filled out a program brochure before. In this case, they should fill out a brochure.

- ii. They are a member of the mentorship program and have recently changed their contact information. In this case, they should sign in on the sign-in sheet (which is included at the end of this guide).
 - iii. They are a member of the mentorship program and would like to be assigned to a new mentor or mentee. In this case, they should sign in on the sign-in sheet
- b. A sign should be placed at the table explaining this, and explaining the name tags. An example is included at the end of this guide.
4. **Staffing the table:**
- a. Prior to the party, a table taskmaster should solicit volunteer board members to staff the table in half hour shifts from 5:30 to 8:30.
 - b. The welcome table taskmaster should make sure that that the table is staffed throughout the party.

J. PUBLICITY:

1. **Timing:** Publicity should start at least three months before the party, beginning with “save the date” promotion.
2. **Office Promotion:**
 - a. Beginning with a “save the date” announcement, the event should be promoted in the “Events Digest,” the “upcoming events” section of the chapter website, and the monthly newsletter.
 - b. The committee member in charge of promotion should prepare a short announcement/article for the newsletter. Note that because the newsletter is only published monthly, deadlines are important.
3. **Evite:** The office can provide the most updated list of email addresses for (program members/everyone—policy decision).
4. **Law student promotion:** The committee member in charge of promotion should prepare a flyer for students, send it to student reps to post, and urge the student reps to promote the party to students. This should be done early, and follow-up will be required. A sample flyer is included at the end of this guide.
5. **Calling non-students:** In order to ensure that more attorneys and legal workers attend the party, committee members should come up with a list of 45 attorneys and legal workers to call, and then divide this list for calling.

K. CRUISE DIRECTOR JULIE:

1. In order to ensure that all law student attendees break out of their safe groups and meet attorneys, legal workers and other students, committee members should make it a point of introducing themselves to students, talking to them, and then introducing those students to people who share their interests (or at least board members, if the student is of the “I want to practice civil rights law” variety).
2. One committee member should take on the role of “Julie the Cruise Director” (of “Love Boat” fame) to encourage committee members to actively engage students.

L. OTHER PARTY IDEAS: These are ideas that have been floated in the past.

1. **Testimonial decorations:** Here, we would gather testimonials from mentors and mentees and post them around the party.
2. **Speed mentoring:** To break people out of their shells, we would have a party activity in which persons would be directed to talk to someone they don't know for X minutes, and then switch to a new partner they don't know, for X rounds.