

Lawyers at Work Organising Sheet

Partner Firm: _____

Topic and Agenda:

Format: _____

Location:

Date:

Task	Responsible	Deadline	Completed?
1. Choosing a Partner			☐
2. Choosing a Topic			☐
3. Defining the content			☐
4. Marketing the event			☐
5. Conducting the event			☐
6. Evaluation			☐

Desired outcome: