

CHECKLIST FOR CORNELL LAW STUDENT GROUPS BRINGING JUDGES TO CAMPUS

Planning your judge's visit

Schedule a meeting with [Assistant Dean Elizabeth Peck](#), Room 261 Myron Taylor Hall, to discuss:

- How the OJE can help your organization
- Your proposed date(s), which will help avoid conflicts
 - Proposed date(s):
- Building your itinerary (Dean Peck will provide you with a sample to guide you through this process)

Date accomplished

Meet with the Dean of Students office, to discuss:

- Room reservations
- Travel and lodging arrangements
- Dining arrangements
- Catering arrangements
- Reserving an office for the judge
- Securing parking passes and spaces at the Law School

Date accomplished

Confirm that your budget contains sufficient resources for the visit.

Date accomplished

Speak with the [Communications Department](#), Room G38 Hughes Hall, to discuss publicity.

Date accomplished

Contact the [Facilities Office](#) to discuss your arrangements and the support they can offer.

Date accomplished

Contact the Law School's [A/V Support Office](#) to discuss their support options.

Date accomplished

Discuss your plan with your faculty adviser. S/he may wish to have a role in the event.

Date accomplished

Schedule time for the judge to meet with a member of the Law School's senior administration.

Date accomplished

Gathering the details for your visit itinerary

Use this section to begin planning the details of your judge's visit, which you'll eventually collect on your event itinerary.

Exact time and transportation method for the judge, including:

Flight numbers

C2C reservation number

Rental car reservation number

Arrival and departure times

- If the judge is arriving by air or bus, indicate who is picking up/dropping off the judge

- If the judge is driving a vehicle, indicate who will be meeting the judge with a law school parking pass and when s/he will meet the judge

Hotel location, nights of stay, and reservation number.

The judge's contact information, such as a cell phone number.

- Emergency contact information for the judge, such as the cell phone number of a spouse

A cell phone number for the student liaison(s) to the judge during visit.

A listing of plans for the judge's visit:

Location, title and details of the judge's program(s), including who will introduce the judge to the audience

- Caterer information and details

- Schedule classes the judge will be teaching, with location, time, course title and professor's name

- Other events or meetings, with location, time and participants

- Who will escort the judge to the event(s)

- Meal plans, either at the Law School or elsewhere, including a list of guests

- Office location within the Law School

Finalizing your itinerary

- Provide Dean Peck with your itinerary, so she can review it with you before it's finalized and sent to the judge.

Date accomplished

- Send your finalized itinerary to the judge.

Date accomplished