Rural Law Center of New York, Inc.
56 Cornelia Street
Plattsburgh, New York 12901
(518) 561-5460

CLE/PRO BONO PROGRAM

PROPOSED CLE Partnerships With Organizations, Courts, etc.

FORMAT= Half day session with refreshments

CREDITS = To be determined (generally 3.0 credits in Practice Skills)

SUGGESTED TIME LINE FOR PLANNING CLE

9 weeks ahead	Choose date, times and location
8 weeks ahead	Make location/room set-up arrangements
8 weeks ahead	Secure presenters
8 weeks ahead	Provide proposed announcement info to RLC
7 weeks ahead	Announcement format finalized and copies made
7 weeks ahead	Initial mailing sent to attorneys
7 weeks ahead	Begin to take reservations
5 weeks ahead	Provide proposed agenda info to RLC
4 weeks ahead	Originals assembled for participant packets
3 weeks ahead	Initial arrangements made for refreshments
2 weeks ahead	Agenda format finalized and copies made
2 weeks ahead	Packets of handouts printed and assembled
2 weeks ahead	Room set-up finalized
1 week ahead	Deadline for attorney registration
1 week ahead	List of pre-registrants converted to sign-in sheets