

## HOW TO PLAN AN LCLD

# Leadership Lunch

## How to Plan a Fellows Leadership Lunch

**Step 1:** Contact LCLD to discuss the current Leadership Lunch (LL) calendar and your availability (LLs are usually scheduled two to three months in advance, but they can be scheduled sooner if necessary).

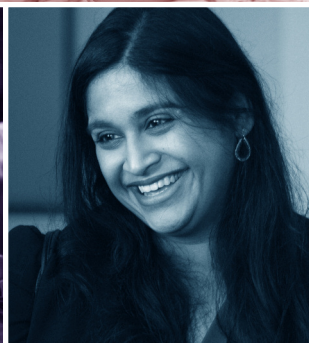
**Step 2:** Choose a Lunch partner. Leadership Lunches are hosted by a pair of leaders—the Managing Partner (MP) of an LCLD Member law firm and the General Counsel (GC) of a corporation. The host corporation is not required to be a LCLD Member, so that Member law firms may choose a client or other company not affiliated with LCLD.

**Step 3:** Decide on a date and location that works for the host MP and GC. Most LLs are held at the hosting law firm, but they can also be hosted at the hosting corporation or another venue, such as a restaurant.



## Things to Consider

**Location.** Is the lunch venue easily accessible? Do you have a room to comfortably fit 10 to 15 Fellows, plus the hosts? Leadership Lunches in larger cities often draw up to 15 Fellows, while in smaller markets attendees often number eight to 12.



**Dates.** LCLD does not schedule Leadership Lunches in the months of March or October (Fellows meeting months). We also prefer to hold LLs at least one week apart if possible, although Lunches in different markets may be scheduled close together. In any given Fellowship year, our goal is to organize 10 to 12 Leadership Lunches in a variety of markets.

**Point of Contact.** Who will be the primary point of contact responsible for planning the Lunch with LCLD?

**Attendance.** Each host is expected to include up to 15 Fellows. This usually does not include Fellows from the hosting organizations, or LCLD staff (if applicable).



**Cost.** There are no budgetary requirements for hosting a Leadership Lunch—that is entirely up to the hosting organizations.

**Agenda.** There is no substantive agenda required for a Leadership Lunch. The goal is to give the Fellows access to a GC or MP, and provide them with the opportunity to ask questions and network. You may choose to appoint someone to lead the discussion and have a few prompts or questions to start with. With Fellows in the room, there will be no shortage of conversation.



**Photography.** Do you have a photographer on site to take a group photo? Candid photographs of the event? If so, LCLD will be interested to summarize the event and post photographs to social media and/or the website.

**LCLD Attendance.** There are usually no LCLD staff members in attendance at Leadership Lunches.



*After the commitment to host a Leadership Lunch has been made, the real fun begins!*

## Suggested Timing for Planning

[ ][ ][ ] *Start Date*

### ▶ **Three or more months ahead of time:**

- Choose a partner, date, and location
- Get on the calendar of the Managing Partner and General Counsel to hold the date
- LCLD promotes the Leadership Lunch on website events calendar

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### ▶ **Six weeks ahead of time:**

- RSVPs open, event announced to Fellows in the LCLD Fellows Weekly

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### ▶ **Three weeks ahead of time:**

- Provide LCLD with any protocols for entering building, parking
- Provide LCLD with pictures and bios of the hosts (if not available on the LCLD website)

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### ▶ **One to two weeks ahead of time:**

- Tentative RSVP list and dietary restrictions are provided by LCLD
- LCLD provides a week before email to all attendees with logistics for the LL and bio/agenda sheet

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### ▶ **The day before:**

- Print nametags (provided electronically by LCLD)
- Changes to attendee list provided by LCLD

## What is a Leadership Lunch Plus?

An LL+ is a Leadership Lunch with some extra substantive component and/or access to leadership. It usually lasts half day or more. The extra component can include:

- A panel, presentation, or speech from a senior leader of the corporation
- A session with an outside consultant and with other leadership/attendees from the hosting organizations
- An activity (such as pitch practice or a mock negotiation) where the Fellows interact and engage with leaders

In addition to the substantive component, some hosts have included a Welcome Event the evening before, a post-event happy hour, or some other networking activity.

If you are interested in hosting a Leadership Lunch or LL+, please contact Nichole Velasquez, Fellows Program Manager, for information and ideas. She can be reached at [nvelasquez@lclldnet.com](mailto:nvelasquez@lclldnet.com) or 410.409.9008.



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