

MEMO

TO: CELA Board
FROM: Paul Muldoon and Kathy Cooper
DATE: October 4, 1999
RE: 30th Anniversary Celebration

Herewith, a sketch for the event for the Board's consideration this evening.

Overall objectives:

1. An event to enhance CELA's public profile.
2. To focus on legal aid aspect of CELA's work - likely means greater focus on casework than law reform..
3. To celebrate accomplishments - casework and campaigns; expertise.
4. To celebrate current and past staff and Board members, and founders.
5. A big name speaker (15 minutes) to focus on above, esp. legal aid accomplishments
(Possibles: Mr. Justice LaForet, Mr. Justice Cory, Roy McMurtry, Hon. Sid Linden, etc.)
6. Entertainment - "on stage" and as background to mingling.

Proposed format:

late March, early April weeknight

6-7 PM - reception, cash bar, finger food

(Location: large "mingling" room with small tables and, later, buffet dinner)

7-8 PM - program with entertainment, main speaker, and "celebration" speakers; smooth mix

(Location: auditorium-style room)

8-9 PM - buffet meal with two tables and four lines to avoid long line-ups

(Location: back in "mingling" room)

9 onwards - mingling, more background entertainment(?)

Background - poster boards (in preparation) capturing CELA's work in key areas

Costs and Budget, issues addressed and items to include:

Not a fundraiser; cost recover. Therefore still likely to cost about \$50 to \$80 per person

Hire a part-time staff person to organize event.

Hire a few hours of a professional event planning consultant's time.

Costs: parti-time staff person, consultant, venue, bar, food, entertainment and sound system, gifts for speakers

Propose two committees instead of one: Advisory Committee and Planning Committee

Advisory committee help with list of invitees, speakers, history, etc.

Estrin, Sanford, etc. and maybe CELA Board members who volunteered for planning committee but are hard to reach for meetings (or continue on planning committee)

Planning Committee to oversee details

Composition was proposed back in the Spring to include: Cooper, Estrin, Jackson, Levy, Muldoon, Simon, Spoel, and possibly Roger Cotton

Include in discussion tonight:

1. Discussion of above: objectives/overall direction; format; budget issues
2. Composition of committees
3. Other

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