



PLANC

Pre-Law Advisors National Council

EVENTS COMMITTEE

SPRING PLANNING RECOMMENDATIONS FOR FALL EVENTS

If you are contemplating hosting a Fall recruitment event between August and November, including Law Fairs, please review the following tips and recommendations for planning.

Research before selecting your date.

Review the [LSAC Events Calendar](#) and [Law Fair Event Chart](#) which includes a listing of regularly hosted annual Law Fair events. Please note the following regarding the [Law Fair Event Chart](#):

- Significant Events which are, or appear to be, coordinated have been highlighted.
- Not every law admission related event from 2024 or anticipated for 2025 has been listed.
- We have included 2025 dates published as of March 2025. Pre-Law Advisors are encouraged to review the [LSAC Events calendar](#) and event websites for most current 2025 information.

Coordinate your date before finalization.

Confirm any existing 2025 conflicts, both in and outside of your region, for your target event date(s).

- Check the [LSAC Events](#) calendar to see what events are currently scheduled for 2025.
- Check the [Law Fair Event Chart](#) for possible events hosted during your target timeframe.
- If you do not see a 2025 date for an event listed on the [Law Fair Event Chart](#), reach out to the hosting school or APLAs to confirm 2025 plans.
- Check dates with admissions contacts at the law schools that matter most to your students to secure the participation of “anchor schools” that will help draw attendance at your event.

Avoid dates with existing conflicts or explore coordinating your event with other institutions hosting in your region.

- Consider institutional programs and events that may present conflicts for your students.
- Consider dates around other events in your region to maximize law admission travel options.
- Consider day vs. evening events as a possible way to coordinate consecutive event dates.

Consider virtual events or alternative dates if your target event date is congested with existing events in other geographic regions. Consider dates in November where there are currently fewer conflicts.



Publish your event date as soon as possible.

- Please post your event date to the [LSAC Events Calendar](#). This is currently the most comprehensive listing of annual events.
- Update your event webpage with the **save the date** information as soon as possible – **date, location, and times** (even if registration details are pending).
- Reach out to fellow pre-law advisors at regional institutions to provide and coordinate your event date.
- Identify student organizations or academic units at your campus that will help promote your event and ask them to “save the date” to avoid conflicts with other programs.
- Post your event on college or university-wide calendars, websites, or campus activity lists.



Collaborate and invite neighboring institutions to your event.

- Reach out and invite prelaw advisors (and their students) at neighboring institutions to collaborate and participate in your event.

If you would like to host a new event in Fall 2025, reach out to fellow regional institutions to coordinate your dates as best possible or confirm the possibility of a collaborative event between your institution and others.



Send a *Save the Date* communication ASAP or by May 30th.

- Email law schools, including both (1) individual contacts and (2) the general law admissions office email accounts, in your communications to ensure your message is received by the person coordinating registration and travel.
- Aim to communicate with law schools as soon as possible regarding your event.
 - For a “*Save the Date*” communication aim for **May 30, or earlier.**
 - For official invitations with registration aim for **August 1, or earlier.**
- In your communications with law schools be sure to include:
 - If students from other institutions will be attending.
 - If your event is coordinated with other events or programs in your region and the dates of those events.
 - How your event will be promoted on your campus to encourage attendance.

If you have questions regarding the Spring Planning Recommendations, please do not hesitate to reach out to the Events Committee at mpickens@illinois.edu.