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| Events, Programs and Special Projects Committee  **Selection Criteria** |  |

**Committee Mission Statement:** The Special Projects, Programs and Events Committee will review, select, and assign proposed special projects, programs and events involving external communities in a manner that intentionally and strategically promotes the school’s mission, priorities and vision.

**Operational Overview:** This committee will meet 3-4 times annually following designated submission deadlines to review proposals for special projects, programs and events. In preparation for each meeting, the Events Department will compile all submissions and forward them to committee members 1 week in advance. The Dean’s Office Director and Continuing Legal Education Director will facilitate each meeting to answer questions about calendar conflicts, staffing and resources and to take meeting notes. The Committee Members will select the projects, programs and events to be included on the school’s calendar, subject to the Dean’s final review and approval.

**Selection Criteria:** All programs and projects have the capacity to generate good will. The school has limited resources. The over-arching question for all projects, programs and events is whether or not a program/project will benefit the school at a strategic level. In order to be good stewards of tuition dollars, the school must inquire as to the following when choosing to commit staff, resources and/or money to programs and projects:

1. Is there an identified need (aka market) for this program or project? How is this program/project serving specific needs of the community or core constituency? What need(s) will be met?
2. How will this particular project, program or event directly & significantly enhance the educational experience of our law students?
3. Will this particular project, program or event result in net revenue to the school after factoring in the expense of staffing, resources and overhead, as well as direct expenses?
4. Is this particular project, program or event likely to result in a financial gift or will this project, program or event support a significant on-going financial gift?
5. Will this particular project, program or event likely result in job placement or professional development contacts for our students and recent alumni?
6. Will this particular project, program or event promote a social justice cause in the community? If so, has the need for this particular project, program or event been clearly established and identified by the community? What measurable goal is to be achieved by executing this project, program or event?
7. Will this project, program or event duplicate efforts of others here at the school or in the community? Is it possible to consolidate or collaborate with established school or community activities?

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