

## SAMPLE MONTHLY DIVORCE OPTIONS TASKS

1. Create Sign-Up Sheet with all DO dates A: \_\_\_\_\_, MHP: \_\_\_\_\_ F: \_\_\_\_\_ under each date, and ensure all Practice Group members have opportunity to sign up for the next year (Sept – Dec; Jan-June) at monthly meeting, prior to Sept 1 – some groups take July & August off.
2. Share DO Dates/Times with CPCAL (obligatory) and LACFLA (if you're a member) and ask them to post dates on their websites – LACFLA will market it for your practice group on their website. Also ask your Webmaster to put DO schedule on the Practice Group website. Note: There is an objection from CPCal re registering on your website as it violates the need/desire to be “neutral” in our views re *how* to divorce (e.g. litigation) so that we can offer these at the courthouses.
3. Call all registrants to make personal contact prior to each DO. Encourage their inviting spouse (helps avoid their choosing shark) and let them know there's no “edge” for attending.
4. Call all participants about a week after DO to "check in" - make sure they got what they needed and weren't left with questions. Refer to people that spoke at their DO. Send to website for referrals if they ask..
5. Input all registrants' emails and cell phones into mailchimp account for future mailings/contact (so they can share future mailings w spouses or friends).

Input all participants' emails and cell phones into mailchimp for future mailings/contact - (Participants sometimes walk in without having registered so need to figure out who did and who didn't to collect data.)

6. Monthly ad in local CAMFT List Serve (free) – ask MHP to become member if no one is, to be able to do this. Can also pay for ads in their monthly newsletters.
7. Have paper flyers made at printers (if not on Zoom) - get color gloss for \$.23-.27 and deliver to library 2x/month, a litigating attorney for court delivery, and deliver to other members at monthly practice group meetings (for their waiting rooms). Email receipt for reimbursement.
8. Redo “Next Steps” flyer prior to each DO, so presenters names/phone numbers are at the bottom in case they forget business cards, and helps to remind attendees of their names. (Ask Ria Severance for sample: rseverance50@gmail.com)
9. Double check number of handouts on-hand for in-person participants and ensure we have enough copies of each to handout for *next* DO. Often attorneys provide copies of Guest Handout, and others provide: sign-in-sheet, evaluation form, Next Steps handout, Practice Group brochures, DO flyer, water and snacks.
10. Assign handout copies, snacks and water to presenters - ensure keep enough/extra of basic handouts in stock. At least 10 days before the presentation. Ensure that anyone who can't attend at the last minute (barring a medical emergency) is responsible to track down their own replacements.

11. Remind presenters 3-4 days prior to our workshop. Confirm participation. Help hustle alternate if someone bails last minute despite earlier clarification about it's being his/her responsibility.
12. On Zoom, ensure registrants have all the handouts via email 2-3 days prior to DO. Created doc to offer instructions/set expectations for DO. Next Steps Handout, etc. Remind participants in handout email to invite spouse and why important for current registrant (e.g. no control if spouse/partner chooses shark, lose no advantage by inviting, builds good will to ensure both are informed).
13. Make list of participants and call each individually AFTER DO - usually give a week.
14. Remind presenters (or do self) to include:  
Additional slide content on their slides given mistakes/lack of clarity in existing 4.0 PowerPoint
15. Include every new person met via networking/etc. in mailchimp mailing - solicit names to input from Practice Group.
16. Monthly Ads on NextDoor
17. Monthly Ads on Craig's List
18. Monthly Ads on MeetUp
19. Monthly Ad on Practice Group Facebook page
20. Monthly Ad on PCD LinkedIn page
21. Monthly GAMPHA Ad (local therapist organizations, aside from CAMFT)
22. EventBrite marketing
23. Go after groups on own to present . . . e.g. drug/alcohol treatment centers - always refer back to Practice Group website for referrals. Practice Group members that hustle these "extra" gigs typically select their own DO presenters.
24. Arrive at location 20-30 mins early to:
  - i. Handle library/personnel issues/access projector room – program must be free to the public, for most libraries to be willing to provide space.
  - ii. Lay out handouts, PCD Brochures, presenter's business cards, snacks in baskets and water
  - iii. Set up screen/lighting for auditorium
  - iv. Set up projector and connect to computer
  - v. Ensure team members orient to and welcome participants