

## MOCK TRIAL ASSISTANT

Team Travel Logistics. This year this means doing each of these things for 13 tournaments: Cornell, Eastern Kentucky, Virginia, Iowa, MTSU, Macalester, St. Francis, UCLA, Georgia Tech, Birmingham, Missouri, and the national tournament at St. Paul. The logistical duties are: Shop for the best hotel rates, van rates and airfares. Book flights, vans and hotel rooms, and verify each of these near tournament time. Fax rooming list to hotel. Submit driver insurance forms to Rhodes. Prepare and send team rosters to tournament hosts. Prepare release forms and have students sign. Request, pick up and cash any travel advance check. Copy directions and maps for each driver.

Memphis National Mock Trial Tournament. The judge list has to be constantly updated. An application for CLE credit has to be submitted to the state bar association via the Meeman Center. Make court house contacts to secure courtrooms. Reserve Buckman Lobby and Blount for all-group events. Update “Tournament” page on our website. Arrange court house security. Send a “save the date” notice to our prospective judges. Formal solicit judge participation. Arrange keynote. Secure funding for judge hospitality. Notify campus security. Notify *Rhodes Weekly*. Prepare team packets. Secure tournament officials and assistants. Send out judge reminders. Arrange for Sunday luncheon and judge food. Pick up judge food as tournament nears. Finalize times with judges. Prepare judge assignment sheet. Confirm judges. Tournament coordination and trouble shooting. Thank you letters to assistants, courtroom judges, and trial judges. Presents for biggest helpers.

Winter Retreat (the long weekend before classes resume in January). Finalize retreat schedule. Verify outside speakers. Secure homes for retreat dinners. Submit names for “retreat” dorm access. Arrange and pick up retreat food and drinks for each dinner meal.

End-of Year Events. Arrange for team pictures. Secure a location for year-end team dinner. Purchase and pick up the food for that dinner.

Professional Travel Logistics. Book flights, cars and hotel rooms for my travel as AMTA board member/president. Next year, that will mean traveling to the annual board meeting, all 3 national tournaments, and the regional tournament I am assigned to administer.

Rhodes Mock Trial Website. Ideally, we would work with Christina Huntington to keep it up-to-date in terms of the accomplishments of the current year’s teams. In addition, old copies of the “mock trial newsletter” also could be archived on the site, as could more details about our team performances over the years.

Miscellaneous Duties. Draft attorney coach contracts. Verify tournament dates. Submit our national registration form and fees. Have team registration checks cut and sent to each of the tournaments we are to attend. Arrange dorm access for the January retreat. Have attorney coach checks cut in December and April. Submit any bid acceptance forms for the national tournament(s). Any national tournament restaurant arrangements.