



HOW TO PLAN AN LCLD FELLOWS

Leadership Lunch



2023 Fellows at the New York City Leadership Lunch hosted by Major League Baseball and Willkie Farr & Gallagher LLP.



What is a Leadership Lunch?

Leadership Lunches (LLs) are small-group events hosted by LCLD Member General Counsel and Managing Partners. Capped at 15 attendees, LLs offer Fellows a unique opportunity to connect with leaders at LCLD Member organizations in a casual, intimate environment. Over lunch, attendees engage the hosts in discussion about their career journeys, company or firm, DEI strategies, and other topics that may help guide their own legal careers.

Held in cities around the US, Leadership Lunches are also intended to provide local Fellows with a chance to network and build relationships within their geographical region. Although Leadership Lunches are typically held in person, if that is not feasible for your organization, we are happy to discuss virtual hosting options.



*2023 Fellows at the Washington, DC,
Leadership Lunch hosted by Pillsbury
Winthrop LLP and Constellation Energy.*



STEPS TO PLAN

Step 1

Contact Nichole Velasquez, LCLD Fellows Program Director, to discuss availability for hosting a Leadership Lunch. LLs are usually scheduled up to six months in advance, but they can be scheduled sooner if desired. Each year, there are eight to 10 LLs in geographic locations across the US.

Step 2

Select and reach out to a co-host. LLs are typically hosted by a pair of LCLD Members: a Managing Partner and a General Counsel. The host corporation is not always required to be an LCLD Member.

Step 3

Coordinate a date and location for the event. Most LLs are held at the hosting law firm, but they can also be held at the hosting corporation or another venue such as a restaurant. Secure the date with LCLD. Once available, share the details (time, location, speaker bios and headshots) so that we can circulate them to registrants.

Step 4

As the event date nears, work with LCLD to access the list of registrants and dietary restrictions.

Step 5

Showtime!



2023 Fellows at the Seattle, WA,
Leadership Lunch hosted by T-Mobile
and DLA Piper.



THINGS TO CONSIDER

Attendance

Leadership Lunches are capped at 15 attendees to keep the events small and intimate (this usually does not include Fellows from the hosting organizations). LLs in larger cities often draw the maximum 15 Fellows, while attendees in smaller cities often number eight to 12. LCLD staff typically do not attend LLs.

Location

Is the lunch venue easily accessible? Do you have space to comfortably fit 10-15 Fellows, plus the hosts?

Cost

There are no budgetary requirements for hosting a Leadership Lunch; the menu is entirely up to the host organizations. There is no registration fee to be paid to the host organization or to LCLD.

Agenda

There is no substantive agenda required for a Leadership Lunch. The goal is to give the Fellows direct access to a GC and/or MP, as well as the opportunity to ask questions and network. You may choose to appoint someone to lead the discussion and prepare a few prompts/questions to start. With Fellows in the room, there will be no shortage of conversation.

**Ready to start planning your
Leadership Lunch?**

Reach out to **Nichole Velasquez**
LCLD Fellows Program Director
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