



*Christian Lawyers for
Justice*

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PO Box 1270
Tring,
Herts. HP23 6WN.

Tel: 01442 823853
Mob: 07909912509
E-mail: international@lawcf.org
www.clearinternational.org

CLEAR 100: Get Out of Jail Fee - The Great UK Lock Up!

Ideas and Instructions on How to Run Your Lock In

The website has all the tools you may need, or you may contact Christine John (contact details above) for colour hard copies.

- **Preparation**
 - Find a venue - a church hall?
 - Download a copy of the Get out of Jail Fee pack from the internet (or ask for a copy from Christine)
 - Liaise with local church, law firms, law society, student bodies, whoever your target group or venue leadership are and explain the concept for the lock-in / fundraiser and give them a copy of the CLEAR brochure or take them to the website and explain the concept of the event
- **Event Concept**
 - To raise awareness of the need for legal education, aid and research in Africa within the legal community and society generally
 - To widen the understanding of how we can respond to those needs
 - To demonstrate how lawyers are responding to the needs of the world
- **Advertising**
 - Agree a date for the lock up with the venue. We recommend a Friday night and the plan is to launch the campaign during the first week of June but you may choose whatever date you think might be most effective in terms of attracting participants and involving local lawyers and other participants. Once you have your date -
 - **Posters;** Complete the venue and contact's details on the front of the poster(s) and obtain permission to post them in law firms and elsewhere in your locality
 - Please notify this office of your intended event date and the leaders involved
 - Use the pre-event press release to send to local newspapers and radio stations to see if you can attract more participants

- Prepare a list of prospective participants (e.g. from local law firms, youth groups, university law faculties, churches etc.)
 - Send a poster and invitation letter to each
 - Follow up with telephone calls to the recipients, explaining more fully what's involved and encouraging their involvement
 - We have a *powerpoint* presentation for use with church or secular audiences, which we can send to you at your request and speakers are available if you would rather someone who has worked with the project overseas
- **Summonses**
 - Maintain a list of all those individuals (together with their addresses and contact nos.) who agree to take part, and
 - Complete a summons for each of the participants and send it to them, together with:
 - A sponsor form
 - A letter confirming their participation
 - A CLEAR brochure
 - **PR**

We would like use this event as part of a PR campaign to raise awareness of the justice issues in Africa. If you need to, please feel free to refer any press interest to Christine at the above address