

Chambers Submission Timeline

TIMING (from deadline)	ACTIVITY	RESPONSIBILITY
8 weeks	Schedule initial call with group leader to discuss timing, attorneys to work with, overall plan of action, etc.	Marketing lead
7 weeks	Schedule group planning call with core group of contributing attorneys; provide deadlines, explain process, delegate tasks, etc.	Marketing or attorney lead
5 weeks	Follow up with all key attorneys to confirm they are gathering matters and referees.	Attorney lead
4 weeks	Begin draft of submission based on materials gathered to date; circulate to core group of attorneys for first review; use as a follow up tool/reminder to submit materials.	Marketing lead (follow up by attorney lead)
3 weeks	Make revisions/added materials to first draft; review with lead attorney.	Marketing and attorney lead
2 weeks	Share current draft with Marketing team; schedule call to review.	Marketing lead
1 week	Share final draft with lead attorney for any last-minute edits; give 48-hour deadline.	Marketing lead
2-3 days	Submit.	Marketing lead