



County Captain Checklist

- If you have any **advocacy/meeting questions**, contact **Nate McGaha** at nate@artsnc.org
- If you have any **logistics questions**, contact **Christine Olson** at christine@artsnc.org

BEFORE ARTS DAY

- Register for ARTS Day 2026 using your County Captain Free Registration Code**
- Invite others to ARTS Day** (board members, arts administrators, artists, arts teachers and students)
- Spread the word about ARTS Day using the [Media Toolkit](#).**
- Schedule Appointments with your Legislator(s) ([instructions with email template](#)) ([how-to videos](#))**
 - o **Email or call the Legislator(s)** and their Legislative Assistant(s).
 - Look them up at the [North Carolina General Assembly](#) website.
 - Search for your county- the first result should be a list of your representatives
 - Each name is a link to contact information for the Legislator and their Legislative Assistant.
 - o Introduce yourself and explain why you want to meet.
 - o **Schedule meetings for between 8:00am and 1:00pm on May 13th.**
 - o Try to schedule appointments together in the same building.
 - o Be polite but persistent with follow-up emails and phone calls.
 - o Make sure to **[tell us about your scheduled appointments](#)**.
- Follow Up with your Legislator(s)** and/or their Legislative Assistant(s)
 - o Send it at the end of the week before, or Monday, the week of the meeting.
 - o **Confirm the date and time, and the location** of the appointment.
 - o Provide link or attachment of the **Arts NC 2026 Legislative Request**.
- Email all the advocates** from your county. Arts NC will provide the list. (see template)
 - o Provide your **schedule of meetings** with time and locations.
 - o Designate a **specific time and place for everyone to meet** on Legislative Day.
 - o Be sure to send links to the [Advocacy Toolkit](#) and [Training Videos](#)
 - o Remind them to review the **Arts NC Legislative Request**.
 - o Tell them to bookmark the [Advocacy Mobile Site](#) on their home screen.
 - o Provide [Hotel/Parking Information](#) and [Legislative Building](#) maps.
 - o **Remind them of the security checks** and encourage bringing limited items, bags, etc.
 - o **Discourage them from bringing materials**, brochures, etc.
 - o **Remind them to dress appropriately**, like for a job interview, and mindful of weather.
 - o **Continue to update advocates** as plans change.

ON ARTS DAY (Legislative Day May 13th)

- Meet with your group and plan the meeting(s).** You may choose to do this before ARTS Day.
 - o **Make sure everyone gets to speak**, who wants to speak.
 - o **Assign topics to advocates** based on their position or experience.
- Things to remember:**

- Allow time to get through security.
- Strongly discourage your advocates from leaving their own materials.
- Focus on the arts and the Arts NC requests. Guide conversation away from other issues/tangents.
- ☐ **During the meeting (how-to videos)**
 - **Lead the group** and keep the conversation flowing and on topic.
 - **Make sure everyone introduces themselves** in the beginning or during the conversation.
 - **Say “thank you” at the beginning AND end** of the meeting.
- ☐ **After the meeting**
 - **Report your visit** to Arts North Carolina right after the meeting or ASAP.
 - **Ask advocates to send a Thank You note**, letter, or email to each Legislators.
- ☐ **Enjoy the ARTS Day Pavilion**
 - **Lunch is served** beginning at 11:30am.
 - **Performances and speakers** from 9:00am to 1:00pm.

AFTER ARTS DAY

- ☐ **Send a handwritten Thank You note** to each legislator.
- ☐ **Send a Thank You email to all your advocates** (and remind them to send a thank you note).
- ☐ **Send a follow up email to each legislator.**
 - **Be grateful** for their time and consideration.
 - **Include the Arts NC Legislative Request.**
 - **Summarize key points** from the meeting.
 - **Provide any information** that has been requested.

SCHEDULING EMAIL TEMPLATE:

Customize the highlighted sections and feel free to personalize this message.

Senator (or Representative) _____,

I am a constituent in _____ County and would like to schedule a time on Wednesday, May 13th (for myself and other members of our community) to meet with you to discuss the economic, civic, and educational value of the arts in your district, as well as action the NC General Assembly can take to support local communities and economies through the arts.

I am available to meet at your legislative office in Raleigh on May 13th between 8:00am and 1:00pm (or whatever date/time you want to meet if different). I look forward to hearing from you soon and to our conversation. Thank you for your leadership and service.

(Your Name)

(Your Title if desired)

(Your organization if desired)

EMAIL TO ADVOCATES TEMPLATE:

Customize the highlighted sections and feel free to personalize this message.

_____ County Arts Advocates,

Thank you for registering for ARTS Day 2026. I am _____ and I will be your _____ County Captain for our legislative meetings on Wednesday, May 13th at the NC General Assembly in Raleigh.

Arts North Carolina has provided many resources for [ARTS Day 2026](#) including the [Advocacy Toolkit](#), [Training Videos](#), [Hotel/Parking Information](#), and [Legislative Building](#) maps. The easiest way to access all of this and more is through the [Advocacy Mobile Site](#) which I encourage you to bookmark on your mobile phone’s home screen.

Our meeting schedule as of now for Wednesday, May13th is:

Time	Location	Meeting
X:XXam	ARTS Day Pavilion (or other location)	All _____ County Advocates Huddle
X:XXam	XXX Legislative Building (LB)	Sen. _____
X:XXam	XXX Legislative Office Building (LOB)	Rep. _____

I will continue to update you as this schedule evolves. Please look for further emails from me.

Remember to check the weather in Raleigh for May 13th and dress accordingly. Also be mindful that we will be entering and re-entering buildings with security checkpoints several times that include metal detectors and x-ray scans of all bags and jackets.

Also, please do not bring additional materials to give to legislators as these will not be read and will likely ensure that our list of legislative requests will get lost in a larger stack of materials. Also

We will use the time when we are not in meetings to enjoy the programming in the ARTS Day Pavilion (the large tent on the lawn outside the legislative buildings) and have our lunch there as well.

I am grateful to be advocating with you all.

Let me know if you have any questions.

(Your Name)

(Your Title if desired)

(Your organization if desired)