Organizing and Leading a Group Meeting with Elected Representatives
Organizing & Leading a Meeting

Preparing the Group
- Contact advocates with meeting schedule, training resources, and legislative materials.
- Have a meeting with advocates to create plan and set expectations.
- Assign topics and a speaking order prior to meeting with the legislator.

Leading/Moderating the Meeting
- Leader provides materials to legislator before, during, and after meeting.
- Start with a warm greeting and introductions, but be aware of allotted time.
- Leader should guide the conversation, making sure everyone gets a turn to speak.
- Share Stories, Educate, and Explain about the Arts. Be sure to make your Ask.
- Conversation not presentation: relax, listen & respond. Go with flow, but stay on topic.
- Tell us about the meeting: Report Your Visit — Arts North Carolina (artsnc.org).

Group Gratitude is the Attitude
- Everyone thanks the legislator for their time and service at the end of the meeting.
- Everyone sends a thank you note, or thank you letter, or at least thank you email.
- Leader follows up with an email summarizing the request and providing materials.