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.

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.