



SETTING A LEGISLATIVE APPOINTMENT

- ◆ Contact your Senator and Representative's Raleigh office at least two weeks in advance of ARTS Day. Introduce yourself as a constituent, explain why you would like to meet with your Legislator, and ask for an appointment on **March 27th between 8am – 12:30pm**. Expect that the Legislative Assistant will be reluctant to schedule an appointment until their Committee meetings are set for the week. Ask to be "penciled in" for an appointment time and let them know **you will call back the week prior to ARTS Day** to confirm that the appoint is at a good time.

Legislative Assistants are the "gateway" to your Legislator. Always be polite, courteous, and respectful. If you want to "dig deeper" and know the name of your Senator's/Representative's Legislative Assistant prior to calling, you can check pages 5-25 of the NC General Assembly Telephone Directory. They are called "staff" in this document.

<http://www.ncleg.net/documentsites/legislativepublications/NCGA%20Telephone%20Directory.pdf>

- ◆ Let them know you are traveling/taking time off work, and making a significant effort to visit with your Legislator in Raleigh. **Be sure to call back on Monday, March 25th, to confirm your appointment.**
- ◆ House Member Contacts: <https://www.ncleg.gov/Members/MemberList/H>
- ◆ Senate Member Contacts: <https://www.ncleg.gov/Members/MemberList/S>

Even if you have an appointment, **there is no guarantee** that your Legislator will be able to meet. It is possible that he/she gets caught in an extended Committee meeting. Be flexible and **do not take it personally**.

- **Ask when you can come back** by and speak your elected official.
- If they do not have an appointment available, **ask where the Legislator is currently** so that you can go to that area and wait for them to be finished. Introduce yourself and explain what you would like to **discuss while they walk** to their next appointment or back to his/ her office
- If meeting with your Legislator is **not an option**, ask if you can **speak to the Legislative Assistant or other staff**. They will deliver the message and are a valuable part of your Legislator's Team. Be sure to treat them with the same respect as you would your Representative.

Contact Arts North Carolina if you encounter any roadblocks to scheduling an appointment at 919-834-1411.