Contact the Raleigh offices of your Senator and Representative 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 to meet by video conference or phone (or in person if you prefer). We ask that you try to schedule these appointments on either March 23rd or 24th between 8am – 12:30pm, however you may schedule the conversation for any time that works for you, your legislator, and others in your group. 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 your appointment to confirm that it is still a good time to meet.

Legislative Assistants are the “gateway” to your Legislator. Always be polite, courteous, and respectful. The name and email of each legislator’s Legislative Assistant is listed on their contact page, we strongly recommend addressing legislative staff by name whenever possible.

- Be sure to suggest either phone or video and utilize whichever is the preference of the legislator. Offer to provide the video or teleconference connection, but use theirs if it is offered.
- If you lack a video conference connection, there are several services that provide video conferencing free of charge. [https://www.howtogeek.com/661906/the-6-best-free-video-conferencing-apps/](https://www.howtogeek.com/661906/the-6-best-free-video-conferencing-apps/)
- Find your legislators by entering your home address at [https://www.ncleg.gov/FindYourLegislators](https://www.ncleg.gov/FindYourLegislators)
- Find specific legislators by using the “Search” feature for “Members” at [https://www.ncleg.gov/](https://www.ncleg.gov/)
- Let us know the date and time of your appointment, what legislator you are meeting with, and the names of the arts advocates attending. [https://artsnc.org/arts-day/legislative-appointments/](https://artsnc.org/arts-day/legislative-appointments/)

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

- If a phone or video meeting is cancelled, ask when you can reschedule if necessary, even if it is a different day.
- If your legislator is more than five minutes late for your video or phone meeting, call their Legislative Assistant on the phone.
- 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.
- If you scheduled a meeting in person, but for some reason they are not 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 you encounter any roadblocks scheduling an appointment, contact Nate McGaha at nate@artsnc.org.