Contact the Raleigh offices of your Senator and Representative at least two weeks in advance of when you want to meet. Introduce yourself as a constituent, explain why you would like to meet with your Legislator, and ask for an appointment to meet by video or phone conference or in-person at the Raleigh legislative office or in your local district. Schedule these appointments for any time that works for you, your legislator, and others in your group. When the NC General Assembly is in session, 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 two or three days 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 video or phone conference or in-person at the Raleigh legislative office or in your local district and utilize whichever is the preference of the legislator if possible. Offer to meet where and how it is convenient for the legislator, such as providing the video or teleconference connection or coming to their office.

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/

Find your legislators by entering your home address at https://www.ncleg.gov/FindYourLegislators

Find specific legislators by using the “Search” feature for “Members” at 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/

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 they get 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, 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 to confirm their availability.
• 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 at the legislature, 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 their office.

If you encounter any roadblocks scheduling an appointment, contact Nate McGaha at nate@artsnc.org.