



SETTING A LEGISLATIVE APPOINTMENT

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 at their Raleigh legislative office on May 13th**. Schedule these appointments at time that works for you, your legislator, and others in your group, though **we suggest you schedule ARTS Day meetings between 8:00am and 1:00pm on May 13th**. 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.

- ♦ **We prefer to have as many meetings as possible happen at the NC General Assembly in Raleigh on May 13th**, but if that is not possible, offer to meet where and how it is convenient for the legislator, such as providing a video or teleconference connection or meeting in their district.
- ♦ **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 and you may need to reschedule or adjust. 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 meeting must be cancelled ask when you can reschedule** even if it is a different day that works for you and the legislator at another location, or online.
- ♦ **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.

SCHEDULING EMAIL TEMPLATE:

Customize the highlighted sections and feel free to personalize this message.

Senator (or Representative) _____,

I am a constituent in _____ County and would like to schedule a time on Wednesday, May 13th (for myself and other members of our community) to meet with you to discuss the economic, civic, and educational value of the arts in your district, as well as action the NC General Assembly can take to support local communities and economies through the arts.

I am available to meet at your legislative office in Raleigh on May 13th between 8:00am and 1:00pm (or whatever date/time you want to meet).

I look forward to hearing from you soon and to our conversation.
Thank you for your leadership and service.

(Your Name)

(Your Title if desired)

(Your Organization if desired)