



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.
- Tell us about the meeting:** [Report Your Visit – Arts North Carolina \(artsnc.org\)](https://www.artsnc.org).

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.