



RHODE ISLAND CITIZENS FOR THE ARTS

Building coalition to advance Rhode Island's creative communities

Scheduling a Meeting with Your Legislator

Whether meeting your legislator in your home district or at the State House, here are some tips for making the appointment:

- Use the RI Citizens for the Advocacy Toolkit found here: <http://www.ri4arts.org/advocacy-toolkit.htm>. It has information on how to find out who your legislators are, how to contact them, and general information about advocating with General Assembly leaders.
- When calling to schedule an appointment, you may call the State House and reach a scheduler, or you may in fact be calling a home or office phone number, that the representative states as his or her contact info. Be prepared either way.
- You will want to have a quick sentence ready stating what you would like to talk about to your legislator and potential dates/times that work for you.
- Use the online tool from RI Citizens for the Arts to find your legislator's phone contact information (see Advocacy Toolkit link above).
- If calling the State House: Ask to speak to the scheduler or secretary for that legislator. If he or she is unavailable, leave a message with your name and phone number requesting a meeting. Most likely they will return your phone call; however, if you do not hear back from the scheduler by the next day, call again the following day. Keep making follow-up calls until you speak to the scheduler directly. This could take more than one call, so don't get discouraged. When you speak to him or her directly, ask to have a face-to-face meeting with your legislator.
- Fifteen minutes to one-half hour is an appropriate length to tell the scheduler should they ask.
- Thank the scheduler for their time and let them know you will be reconfirming your meeting the week before. Be sure to give them any pertinent contact information for you should they need to change the appointment.
- Let RI Citizens for the Arts know when the meeting is scheduled, so we can keep updated on which legislators have been targeted. We can also help you strategize your meetings appropriately, and if appropriate, we are happy to attend with you.
- After the meeting, let RI Citizens for the Arts know how it went. Take notes! Jot down the three or four most important take aways:
 1. Are they a supporter of the arts? Will they support no cuts to the arts in this year's budget?
 2. Do they understand the economic value, number of businesses and jobs?
 3. Do they have a personal relationship to the arts/creative sector?
 4. Anything else.
- Email us here: lisa@ricitizensforarts.org. And call with any questions: 401-457-8312.