



CLA Legislative Visit Worksheet

Plan and organize your visit; track your results!

Senator or Assemblymember:

District Office Address:

District Staff Contact:

MEETING INFO

Date & Time:

Location:

CHECKLIST

- What materials do you want to bring?

- Who should you invite? Other libraries? A literacy student? Advisory board member?

- Have personal stories/experiences to share?

NOTES (Important points made by legislator; commitments; promises made; follow up information requested; tone of meeting)

- Did you follow up with a thank you letter briefly summarizing the meeting and reiterating any commitments or important statements made by your legislator?

- Did you commit to send any follow up information? Do you expect to receive any follow up information? If so, what?

Do you need any support for preparation or follow-up from CLA?

Contact CLA Legislative Committee Chair, Sarah Vantrease, svantrease@sonomalibrary.org