

# **LEGISLATIVE FUNDRAISER CHECKLIST**

## **What to Do When a Legislator Throws a Local Fundraiser**

### **Two Months to Go...**

Receive invitation to District Legislative Fundraiser

Decide on level of commitment that locals can contribute (Sponsor a table of Psychologists, 2-4 attendees?)

Recruit 1-2 Psychologists to help fundraise for the event

Call CPA and ask for PAC contribution for event (If CPA-PAC can match the funds, double the people can attend!)

Send out invite via individual email (listservs cannot be used to promote a fundraiser)

### **Six Weeks to Go...**

Ask CPA for phone script to call and invite local psychologists (phone script attached)

Make personal calls asking people to attend

### **Three Weeks To Go...**

Second round of calls to local psychologists

RSVP to event (if this has not already been done)

Call CPA for any info on legislator (might be helpful in conversation with the legislator)

### **Day of Event**

Show up and have a great time-be sure to talk to the legislator being honored!

Pose for picture with honored legislator and any other elected officials present

### **After the Event**

Thank you e-mail to psychologists who participated

Follow-up calls from psychologists who pledged to donate

Send all pictures to CPA-PAC staff.