

MEET & GREET CHECKLIST

What to Do When Your Chapter Wants to Host a Meet & Greet with a Legislator

Beginning of the Year

Identify 1-2 legislators to invite to a Meet & Greet

Three Months To Go...

Identify legislator to invite for Meet & Greet

Recruit 1-2 co-chairs for the event

Identify venue for event (home of psychologist/local coffee shop works best)

Identify funding for food and beverage (wine and cheese/light appetizers, coffee and pastries, depending on time of event)

Invite and confirm legislator's attendance at event (suggested invite included)

Two Months To Go...

Design invite/flier for event (electronic and U.S. mail)

Call CPA and ask for labels for ALL psychologists in local area

Send out invites via email, Facebook Events, listservs, and/or U.S. mail

One Month To Go...

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

Have co-chairs make personal calls asking people to attend

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One Week To Go...

Call legislator's office with all details (directions to the event, special parking arrangements, time allotted to speak, cell phone of contact person, number of attendees, etc.)

Finish calls to invited psychologists

Create sign-in sheet for event

Purchase nametags/pens/food/beverages/plates/napkins, etc.

Designate psychologist to introduce legislator (1-2 minutes max)/Call CPA for any info/suggested introduction speech on legislator

Day of Event

Call legislator's office with any last-minute details

Have co-chairs arrive early and set up sign-in table, food table, and beverage table

After the Event

Write Thank You e-mail to psychologists who attended

Write Thank You letter to legislator and staff