



Visits • Letters • Emails • Phone Calls

VISITS - When the legislature is in session, lawmakers are at the State Capitol Mondays through Thursday mornings. For State Capitol visits, letters requesting an appointment should be faxed to the scheduler at the Capitol office. For Friday appointments, call the district office.

- Review the information packet regarding arts facts and issues before your meeting.
- Arrive early or on time to your appointment. If you run late, phone the legislator's office.
- If your legislator is unavailable, understand that staff often will spend more time with you, will document your meeting and make recommendations to the legislator.
- When introducing yourself, speak clearly, state your name, organization name and the city or area that your organization serves. Bring business cards to hand out.
- Present a united and coordinated front. Talk with your "team" before the meeting.
- Show your legislator how the arts will help the legislator's district. Provide pertinent information that supports your position. Tell your organization's story.
- Offer to be an ongoing information resource on the arts for the legislator and staff.
- Leave behind an information packet and your organization's brochures.
- Thank the legislator/staff for meeting with you, for their support or consideration, even if they do not agree with your position. Remember, they may agree with you next time.
- After you return home, be sure to write a thank you note to the legislators and staff with whom you met. Repeat your offer to be a resource for arts information.

LETTERS - When legislation is introduced, register support or opposition by sending a letter on organization letterhead to the author of the bill. Letters regarding the California Arts Council budget and the need for increased public investment in the arts should be sent to the budget committee chairs, your state Assembly member and state Senator and the Governor.

- Write a generic letter of support/opposition to your elected officials to use year round.
- Include in the letter brief information about your organization and its outreach programs.
- As issues come before the legislator, insert appropriate information in the generic letter.
- Express how legislation would affect your arts organization, based on your experience and knowledge. Request that your legislator take a specific action.
- Keep all communications friendly and respectful. Thank the lawmaker or staff for their time and for considering your views.
- Mail the letter to the State Capitol, Sacramento, CA 95814.
- Fax a copy of your letter to California Arts Advocates (916) 979-1116.

EMAILS - Respond immediately to action alerts by using the quick and easy E-tool (Capwiz) at the California Arts Action Center: <http://capwiz.com/artsusa/ca/state/main/?state=CA>

- Write a paragraph describing your arts program and its impact on the community.
- Take two more minutes and email others about the action you took.

PHONE CALLS - When the legislature is in session, call the Capitol office number; during the legislative recesses and on Fridays, call the district office.

- Identify yourself, your organization and that you are a constituent. State the reason for your call, using bill numbers when discussing legislation. Request specific action.
- Thank the lawmaker for considering your views and for taking your call.