



Having Meetings with Elected Representatives



Having Meetings with Officials

Prepare for the Meeting

- For video, have a **stable internet connection and ample lighting.**
- Clothing** (and background for video) **should be appropriate and presentable.**
- Know your material** and **have a plan** for the meeting.

At the Meeting

- Start with a **warm greeting** and express **gratitude for their time.**
- Share your story:** to make a personal connection about the arts.
- Educate and explain:** provide data and information that puts your story in context.
- Ask for the arts:** request the funding, policy, or action you need.
- Conversation not presentation:** relax, listen & respond. Go with flow, but stay on topic.
- Tell us about the meeting:** [Report Your Visit – Arts North Carolina \(artsnc.org\)](https://www.artsnc.org)

Gratitude is the Attitude

- Thank the legislator** for their time and service at the end of the meeting.
- Send a thank you note,** or thank you letter, or at least thank you email.
- Follow up with an email** summarizing the request and providing materials.