


New York State  
**PTA**  
everychild.onevoice



*How to Host a Legislation Event:  
Open the door to advocacy!*

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New York State  
**PTA**  
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*Who What When Where Why*

Learn the steps to hosting an  
informative legislative forum.  
Bring together legislators, educators,  
and PTA members to discuss  
"hot topics" in education.

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New York State  
**PTA**  
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*Who*

**The Host:**

- Local PTA unit
- Local PTA Council
- Multiple PTA units or Councils
- Region PTA
- State PTA

**The Attendees:**

- PTA Members
- Educators: Teachers, Administrators, Board of Education, Education Stakeholders
- Legislators: Local, County, State, Federal
- Stakeholders: Community Members & Organizations

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**What**

**Invitation Letters to:**

- Legislators
- Panel Discussion, Fireside Chat, Roundtable, &/or Keynote speaker.
- Education Stakeholders
- Guests

**Flyers/Invitations:**

- PTA Members
- Teachers
- School Administrators
- Board of Education
- Community Members

**Program Brochure / Agenda / Platform Book**

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**What**

**Legislators contact information document:**

- NYS Senators & Assemblymen
- Federal Senators & House of Representatives
- County Representatives
- Town/Local Representatives

**Legislative Priorities & Position Papers:**

- National PTA
- NYS PTA
- Region PTA
- Local PTA

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**When** Anytime is a good time!

**CALENDAR/TIMELINE**  
**August/September (6-7 months before event)**

- Decide when to hold the Legislation Event – when legislators are in their home districts or before/during budget negotiations in Albany.
- Touch Base with your Legislation Committee members to discuss structure/ type of legislative event: Panel Discussion, Fireside Chat, Roundtable, Keynote speaker.
- Gather ideas & direction for Education/Legislation Panel Discussion, Fireside Chat, Roundtable, Keynote speaker, &/or guests.
- Investigate venues.
- Set calendar/timeline.

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**When**

**CALENDAR/TIMELINE**  
**October/November (5-4 months before event)**

- Update Legislators document: NYS Senators & Assembly, Federal Senators & House of Representatives, County Representatives, Town/Village/Local Representatives.
- Send out "Save the Date" to Legislators, Educators, PTA Members, Guests.
- Secure venue.
- Set price for event & make motion at PTA meeting.
- Update all flyers - Legislators invite, Guest Invite, Unit flyer, etc.

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**When**

**CALENDAR/TIMELINE**  
**December/January (3-2 months before event)**

- Legislation Committee meeting to discuss possible panelists & speakers.
- Decide who the moderator will be for the event.
- Revise & update State/Region/Local PTA Legislative Priorities.
- Send out invites for Panel Discussion, Fireside Chat, Roundtable, &/or Keynote speakers.
- Write articles as needed, formulate/execute social media campaign.
- Create event Platform Book with timing: Welcome remarks, legislator & guest introductions, moderator remarks, closing remarks ... every word.

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**When**

**CALENDAR/TIMELINE**  
**February (1 month-2 weeks before event)**

- Legislation Committee meeting to discuss Panel Discussion, Fireside Chat, Roundtable, &/or Keynote topics.
- Decide how to handle Q & A – from the floor or moderator reads from Q index cards submitted by attendees.
- Get attendee packet contents ready & approved to be copied. Assemble packets.
- Finalize event Platform Book.
- Walk through venue: room set up, linens, food service, etc.
- Follow up with personal phone calls to each legislator ... **A MUST DO !!!**
- Seating meeting (if necessary).
- Set room diagram (dais, podium, tables/sections) to facilitate dialog between legislators & constituents.
- Make Table Tents & Name Tents for Legislators, Panel/Chat/Roundtable/Keynote, Guests.

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**PTA**

*Where*

**Local:**

- Home School
- School district
- Town/Village
- Surrounding towns/villages

**Regional:**

- County
- Region

**State:**

- NYS PTA Legislative Summit, Albany 2/9/20
- NYS PTA Lobby Day 2/10/20

**National:**

- National PTA LEGCON, Washington DC 3/10-12/20

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**PTA**

*Where*

**School building:**

- Cafeteria
- Gym
- Auditorium

**College/University:**

- Student Center
- Multipurpose Room
- Lecture Hall
- Theatre

**Catering Hall/Restaurant**

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**PTA**

*Why*

**Every Child. One Voice.**

PTA's mission is to make every child's potential a reality by engaging and empowering families and communities to advocate for all children.

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How do we do it?  
**PTA**  
empowering families

## Why

- **Collaboration:** We work in partnership with a wide array of individuals and associations to accomplish our agreed-upon goals.
- **Commitment:** We are dedicated to promoting children's health, well-being, and educational success through strong parent, family, and community involvement.

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How do we do it?  
**PTA**  
empowering families

## Why

- **Accountability:** We acknowledge our obligations. We deliver on our promises.
- **Respect:** We value our colleagues and ourselves. We expect the same high quality of effort and thought from ourselves as we do from others.

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How do we do it?  
**PTA**  
empowering families

## Why

- **Inclusivity:** We invite the stranger and welcome the newcomer. We value and seek input from as wide a spectrum of viewpoints and experiences as possible.
- **Integrity:** We act consistently with our beliefs. When we err, we acknowledge the mistake and seek to make amends.

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THE NYSPTA  
**PTA**  
FOR ALL

So now you know ...

*How*

to ...

Need more info? Contact: Patrice Rachlin, [legislation@nyspta.org](mailto:legislation@nyspta.org)

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