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

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


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.
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
Where

School building:
• Cafeteria
• Gym
• Auditorium

College/University:
• Student Center
• Multipurpose Room
• Lecture Hall
• Theatre

Catering Hall/Restaurant
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.
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.
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.
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.
So now you know …

How

Need more info? Contact: Patrice Rachlin, legislation@nyspta.org