**Commission on Aging**

**Subcommittee on Legislative Issues**

Event Planning Check List

**The CoA Subcommittee on Legislative Issues has prepared this check list as a guide for your organization to host an event for legislators. Events offer the opportunity to:**

* Share information about your organization and the impact of services offered
* Educate legislators about issues facing the older adults you serve and Nevada’s elders
* Create ongoing dialogue about senior issues

**Planning Your Event**:

**Events should take place prior to the start of the Legislative session on February 6, 2017**

* **Identify legislators (Senate and Assembly) in your district to be invited. Link: https://www.leg.state.nv.us/**
* **Select date, time and location**
* **Create guest list:** 
  + Legislators
  + Commission on Aging Subcommittee on Legislative Issues members
  + Commission on Aging members
  + Agency representatives including board and staff
  + Consumers, clients and families
  + Representative from aging organizations: Nevada Aging and Disability Services Division, Nevada Silver Haired Legislative Forum, AARP
* **Send invitation to legislators and guests (preferably 4 weeks in advance of event)**
* **Follow-up with legislators to confirm acceptance of invitation to attend your event**
* **Learn about the areas of interest of your legislators**
* **Plan agenda:**
* Create an agenda (approximately 1 – 1 ½ hours) and assign specific tasks

Sample agenda

* + - Welcome and introductions
    - Overview of agency services and programs
    - Client experiences/stories
    - Conversation on elder issues in Nevada
    - Plans for follow-up on specific issues
    - Closing remarks
    - Facility tour
* **Prepare handouts for day of event and take-away packet (agency materials, Elder Issues in Nevada)**
* **Plan logistics: room arrangement, refreshments, parking, audio-visual equipment, name tags**
* **Send reminder about event to legislators and guests (one week prior to event)**

**Day of Event:**

* **Logistics**
  + Check that logistics are completed
  + Greet and introduce guests
  + Monitor schedule and time
  + Distribute handouts
* **Legislator(s)**
  + Inquire about experience with older family members and as caregiver
  + In concluding the event, specify plan for follow up on issues of importance to organization, legislative bills and information requested by legislator. Determine preferred method of communication

**After Event:**

* Send note of thanks to legislator(s)
* Follow-up, as planned, on all outstanding issues including requested information
* Continue dialogue by communicating with legislator(s) regarding elder issues, request for support for bills/agency budgets and other pertinent information
* Send summary of visit to Commission on Aging Subcommittee on Legislative Issues