

Event Planning Check List

Purpose: Host an event for legislators to: 1) share information about your agency and the impact of your services, 2) educate your legislators about issues facing the older adults you serve and Nevada's elders and 3) create an opportunity for ongoing dialogue.

Planning Your Event:

Events should take place prior to the start of the Legislative session on February 2.

Identify legislators (Senate and Assembly) in your district to be invited

<https://www.leg.state.nv.us/>

Select date, time and location

Create guest list

- Legislators

- Commission on Aging Legislative Sub-Committee 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 and assign specific tasks (introductions, presentations, etc.)

- Sample Agenda** (approximately 1 to 1 ½ hours)

- Welcome and introductions

- Overview of agency services and programs

- Client experiences/stories

- Conversation on elder issues in Nevada

- Closing remarks

- Tour facility

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 caring for older family members and as caregivers

At end of event, ask if there is additional information that would be helpful to legislator and their preferred method of communication

After Event:

Send note of thanks to legislator(s)

Follow-up on outstanding questions or requested information

Continue dialogue by communicating with legislators regarding elder issues, request for support for budgets and BDRs

Send summary of visit to Commission on Aging Legislative Sub-Committee