

PSLA Legislator@Your Library Program

Big Picture Checklist for the Event Planner

Check	No.	Description	Resources
	1	Initial phone call with librarian	#1 Initial Info Checklist
	2	School District permission for a visit secured by librarian	
	3	Research-Locate school's PA Senator and Representative	http://zip4.usps.com/zip4/welcome.jsp http://www.legis.state.pa.us/ #2 EP Research
	4	Call legislator's scheduler	PCBL Legislative Directory #3 EP Contacting the Legislator Checklist
	5	Email follow-up details to legislator's scheduler/aide	Handout-PSLA Legislator@Your Library Program
	6	Confirm that librarian faxes or mails a formal invite	Sample-Formal Invitation
	7	Finalize a date with librarian; either librarian or EP confirms date with legislator's office	
	8	Research & contact media to invite for photo op	http://www.pavisnet.com/pamedia search the town or county
	9	Second phone call to libr. reviewing visit details & media coverage	#4 EP & SL Checklist
	10	Reconfirm visitation with legislator's office-date, time, press planning to attend & activities	
	11	Prepare & send written press releases after libr/district approval ; review PSLA packet with librarian	<i>Note: The District may have a PR person handles written press releases or the District may need to approve release that you/librn create.</i> Sample press release
	12	Debriefing with librarian phone call; confirm that thank-you's have been sent	#5 PSLA Report Sample Thank You
	13	Confirm that copies of photos and press releases have been sent to the legislator's office (either EP or libr)	
	14	Send evaluation, a photo & press articles to PSLA Leg Committee	#5 PSLA Report

Note: Items in red are available on the Legislation Committee pages of the PSLA website.

Last Updated 8/28/11

Pennsylvania School Librarians Assn-Legislation Committee