

**PSLA Legislator @Your Library Campaign  
#1 - Initial Information Checklist**

During the initial phone conversation, the following information should be gathered/shared.

Librarian Name:

Phone (work):

Phone (home):

Best time to call:

Preferred email:

School Address:

Student population of school:

Number of staff of school:

Any preference of a state Senator or Representative for the visit?

Range of dates possible for the visit:

Has the librarian secured permission from the school district yet?

Does the school district employ a public relations person?

What local and district publications should be contacted or sent a press release about the visit?

Should any local TV stations be notified?

Does the school have an internal communications that should be notified (morning announcements, parent's newsletter, etc)?

Event Planner Name:

Phone:

Preferred email: