

PSLA Legislator@Your Library Program

Big Picture Checklist for the School Librarian

Check	No.	Description	Resources
	1	Contact PSLA Legislation Committee to initiate assistance with a legislator visit	dkachel@mansfield.edu 717-393-6205
	2	Supply info to the Event Planner (EP) before and during phone call	#1 Initial Info Checklist
	3	Secure school district permission for the visit; contact district PR person (if available) and review/follow district procedures	
	4	Fax or US mail formal invite to legislator's scheduler/aide (date does not need to be finalized yet but may be)	Sample-Formal Invitation
	5	Finalize date with district-either school librn (SL) or EP; someone needs to confirm with the legislator's office	
	6	Plan/finalize activities for the visitation	Suggested Activities List
	7	Assist EP with selection of media outlets to be contacted, particularly local and district newsletters, etc.	
	8	Working with the EP, invite local officials and others as appropriate	Refer to #4 EP& SL Checklist & Sample District Invite Email
	9	Second phone call from EP reviewing visit details	#4 EP&SL Checklist
	10	PSLA Packet- prepare and add your Library Background Handout; review other materials	PSLA Packet that will be sent to you Handout-Background of the School library
	11	Designate someone as photographer	
	12	Arrange refreshments & place to chat	
	13	Conduct the visit	
	14	Debriefing with EP on phone	#5 PSLA Report
	15	Send thank you letters with copies of press articles & photos to legislator	Sample Thank you to Legislator
	16	Send copies of press articles to EP	

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