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Here are the steps you'll need to host
a successful

1. SCHEDULE THE VIRTUAL VISIT.



C . . . (C . . .):

Repeat the core message of the visit: the desire for collaboration and the need for continued resources for libraries.

- Allow legislator/their staff to ask any questions.
- Offer the legislator your library's resources – physical space for town hall meetings, research assistance, etc. – if your library can be of service to them, their staff, or their constituents.
- Thank them again, and remind them that you would love to continue working together to address the community's needs through strong library services, throughout the pandemic and beyond.

Do a practice run beforehand!

- Familiarize yourself with the key messages.
- How does the video look? How is the lighting, the sound? Is there any background noise that can be eliminated? How is the internet connection?

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Decide who will host the tour.

- If you are hosting the virtual tour, what online platform will you be using (ie. Zoom, Google Meet, etc.)? Familiarize yourself with the legislator's preferred platform.

Important things to consider:

- Be sure to have a backup plan in case you experience any technical difficulties (another staff person on standby, or another platform to migrate to).
- Who will conduct the tour? Will any other library staff members be present? Do your staff members reflect the diversity of your community?
- **What are the main areas you would like to show to the legislator/their staff, and why? How will these resonate with the legislator and highlight what your library provides for the community?**
- Remember to keep the tour brief (aim for no more than 10-15 minutes, with time for questions).
- What do you know about your legislator? **Research them before the visit.** How have they supported your library or libraries? What are their main interests? What is their alma mater? Make the visit personal.

3. HOST THE VIRTUAL TOUR.

4. SAY THANK YOU.

- Send a thank you email to the legislator and their staff shortly after the visit, and be sure to include any helpful resources about your library (website link, one-pager, etc.) so that their office can follow up with you.
- Contact ALA's PPA office and [let us know how it went!](#)

 Tweet thanks to your elected official after the tour, tagging them and [@LibraryPolicy!](#)

