



Step-by-Step Legislative Scheduling Guide
2019 Advocacy Day – Albany Meeting

1. Find your Legislators for both your home and your work-place address:
Assembly Member search here: <https://nyassembly.gov/mem/search/>
Senator search here: <https://www.nysenate.gov/find-my-senator>
2. Click the legislator name to visit their webpage and find contact information.
3. Call their Albany office for an Albany meeting. If no one answers, feel free to call their district office to speak with someone and get the process started. The district office will know who you need to contact for an Albany meeting.
4. On the phone:
 - Say that you are a constituent in their district and name your organization
 - Explain what you do and the services you offer to the community at large
 - Say that you would like to set up a meeting in Albany for our 2019 Advocacy Day on March 5th.
5. They will either schedule a meeting with you over the phone or ask that you send an email to the scheduler.
6. Sample Email:

Hi _____,

(Name your organization and the services you provide)

*Our LeadingAge New York Advocacy Day is **Tuesday, March 5th** and I am reaching out in hopes of setting up a meeting with Senator/Assembly Member _____. We would use this time to discuss some of our key budget concerns and other regulatory issues impacting long term care and aging services. As of now, our availability for 3/5 is:
(list availability)*

Please let me know if the Senator/ Assembly Member has shared availability.

Best,

7. If you do not hear back from the office in 3-4 business days, feel free to call/email to follow up, as these offices are quite busy this time of year.
8. Once your meetings are confirmed, please send your schedule for the 2019 Advocacy Day to Sarah Daly (sdaly@leadingageny.org) and Jeff Diamond (jdiamond@leadingageny.org).