



## CHECKLIST FOR ATTENDEES

We look forward to seeing you at the **2013 Georgia AAPI Legislative Day!** This is a helpful checklist for you before coming on **Thursday, Feb. 28, 2013.**

<b>7:30 – 9:30 am</b>	<b>AALAC Legislative Breakfast</b> <a href="#">GA Railroad Freight Depot, The Blue Room, 65 Martin Luther King Jr. Drive SE, Atlanta, GA</a>
<b>9:30 – 10:00 am</b>	<b>REGISTRATION: <a href="#">THE GEORGIA CAPITOL, 206 Washington St., SW, Atlanta, GA 30334</a></b> 2nd Floor, in front of the North Wing Stairs <i>Note: This schedule is variable depending on the schedule of the Legislature.</i>
<b>10:00 – 11:00 am</b>	<b>CELEBRATION OF AAPI LEGISLATIVE DAY:</b> <a href="#">THE GEORGIA CAPITOL, 206 Washington St., SW, Atlanta, GA 30334</a> <b>PHOTO WITH GOVERNOR &amp; READING OF RESOLUTION AT THE CAPITOL</b> Photo: North Wing Stairs, 2 <sup>nd</sup> Floor. Reading of Resolution: Gallery seats on 3 <sup>rd</sup> Floor. <b>SEATING IS LIMITED: 25 SEATS WILL BE RESERVED IN THE GALLERY, AND THE REMAINDER IS STANDING ROOM ONLY. SELECTION OF WHO WILL APPEAR ON THE HOUSE FLOOR WILL BE ANNOUNCED SEPARATELY.</b> <i>Note: This schedule is variable depending on the schedule of the Legislature.</i>
<b>11:15 am – 12:15 pm</b>	<b>ADVOCACY TRAINING (REGISTRATION CONDUCTED ONSITE)</b> <a href="#">GA Railroad Freight Depot, The Blue Room, 65 Martin Luther King Jr. Drive SE, Atlanta, GA</a>
<b>12:30 – 2:00 pm</b>	<b>LUNCHEON WITH LEGISLATORS &amp; ELECTED OFFICIALS (ADVANCE REGISTRATION REQUIRED)</b> <a href="#">GA Railroad Freight Depot, The Blue Room, 65 Martin Luther King Jr. Drive SE, Atlanta, GA</a>

### IMPORTANT:

- All attendees should bring a drivers' license or government-issued photo ID for the required security check at the Capitol.** Each entrance to the Capitol is secured and visitors are required to present government-issued photo identification to gain entry (i.e., drivers' license or passport). If you do not have a photo ID, security will not allow you to enter the building.
- Bring as few personal items as possible!** There is no designated security to monitor attendees' personal items, like coats, purses, etc. Attendees will also need to walk from where they park to the State Capitol, so dress warmly and bring few personal items to monitor.
- The State Capitol will be CROWDED. Please prepare for this and try not to block stairs and walkways.** Please also try to allow those working in the Capitol to get to the places they need to go in the building.
- The City of Atlanta Fire Marshall limits the number of people who may enter the State Capitol at any given time.** Once the maximum occupancy is reached, Capitol Police will not allow more guests inside. Georgia AAPI Legislative Day attendance will be on a first-come, first-served, space-limited basis.

### Are you familiar with our AAPI Legislative Day Lobby Issues?

If not, please visit <http://www.aapilegislativeday-ga.com/lobby-issues.html> to review. **We will distribute materials containing our 2013 Lobby Day Issues at the Georgia Railroad Freight Depot.**

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## GUIDELINES FOR MEETING PUBLIC OFFICIALS

### Sample Agenda:

1) Introductions; Thank them for past support	5) Context for Current campaign [if relevant]
2) Learn about decision maker-ask about their current priorities	6) Request for support/commitment; Reinforce commitment
3) Update on what your organization is doing	7) Thank them again
4) Feedback from decision maker on your organization's work	8) Follow-up plan-send a thank-you note, invite them to an event, etc.

### Lobbying goals

- 1) Convince the target to support your position (short term)
- 2) Build access and credibility (long term)
- 3) Educate the target about your issue and your group (short and long term)

### Lobbying Tools

- 1) Provide information—document the problem, proposals for a solution, info on what different groups are doing
- 2) Gather information—what else they are hearing competing priorities, opposition
- 3) Provide “hero” opportunities—give them a chance to be a leader on the issue

<p><b>Advocacy Meeting DO's</b></p> <ul style="list-style-type: none"> <li>• Do be courteous and friendly, to a fault</li> <li>• Do say 'Thank You' whenever the opportunity arises</li> <li>• Do know the issues thoroughly and be familiar with all sides of an issue</li> <li>• Do be a good listener. You will have a better chance to address any objections to funding if you know why your elected official is opposed</li> <li>• Do humanize your message. Include anecdotal stories about how programs and public dollars impact real people</li> <li>• Do send personalized invitations to them for performances, exhibits, special events, and receptions. If they attend, acknowledge their presence publicly and thank them for their support</li> <li>• Do get to know elected officials' staff members and keep them informed. Invite staff to events as well</li> <li>• Do help build local and statewide coalitions with other cultural, civic, educational, and business institutions</li> <li>• Do enlist legislators you know are supportive to lobby their colleagues to come over to your position.</li> </ul>	<p><b>Advocacy Meeting DON'Ts</b></p> <ul style="list-style-type: none"> <li>• Don't preach or lecture</li> <li>• Don't use a negative or intimidating tone</li> <li>• Don't expect your meeting with your legislator to be long, especially when the General Assembly is in session. Maximize your time by whittling down your presentation to include an opening statement, a few supporting details, a closing summary and a request</li> <li>• Don't bluff. If you don't know an answer, say so, and call back with the correct information at the next opportunity</li> <li>• Don't accept a general answer to your request. In a positive manner, request the official's specific views on the issue in question</li> <li>• Don't wait until the last minute to contact your elected official about an issue before the legislature</li> <li>• Don't forget to enjoy your visit! Use your enthusiasm smiles and eye contact to keep your legislators engaged.</li> </ul>
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SOURCE: Georgia Arts Network's "Tips/Tools for Meeting with Public Officials" during Arts Advocacy Day 2013; content adapted from Arts for LA's "Advocacy Toolkit" and Maryland Citizens for the Arts' "Advocacy 101," available on their websites)

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## DIRECTIONS, PARKING & SECURITY AT THE GEORGIA STATE CAPITOL

### DIRECTIONS:

- **MARTA:** Take the east/west rapid rail line to **Georgia State Station**. Exit station onto Piedmont Avenue. Turn LEFT and walk two blocks to Martin Luther King, Jr. Drive. You can enter the Capitol at any one of the Security checkpoints. For more information on taking MARTA to the Capitol, please visit [www.itsmarta.com](http://www.itsmarta.com).
- **From the South**
  - Take I-75/85 North to exit 245 (Capitol Avenue).
  - At the bottom of the exit ramp, continue straight through the stop sign.
  - At the first traffic light, turn left onto Hank Aaron Drive.
  - The Capitol will be approximately one mile down on the left.
- **From the North**
  - Take I-75/85 South to exit 248A (Martin Luther King, Jr. Drive).
  - Bear right onto Martin Luther King, Jr. Drive. The Capitol will be on the left.
- **From the East**
  - Take I-20 West to exit 58A (Capitol Avenue). Turn right on Capitol Avenue.
  - The Capitol will be approximately one mile down on the left.
- **From the West**
  - Take I-20 East to exit 56B (Windsor St./Spring St./Stadium).
  - At the third light, turn left onto Central Avenue.
  - Go to Mitchell Street and turn right. The Capitol will be two blocks down on the left.

**PARKING: THERE WILL BE A CHARGE FOR PARKING. Fees will vary between \$5 - 15 for the day. Please be prepared to pay cash, as some lots will not accept debit/credit cards. Recommended parking is located in the following places:**

- Pete Hackney lot is located on the corner of Butler & Decatur Streets
- Steve Polk Plaza is located on Martin Luther King, Jr. Drive beside the former World of Coca-Cola.
- Archives Building surface lot is located on the corner of Fraser St. & Capitol Ave., 2 blocks from the Capitol.
- Underground Atlanta parking is just past the intersection of MLK, Jr. Drive and Central Avenue.
- Parking lots at Georgia State University – Lots M, G, S, N, & K (These lots typically have a limited number of guest spaces available, and require a walk of several blocks to the Capitol).

### **ENTRANCES, SECURITY & DISABILITY ACCESS:**

- Entrances to the Capitol building are on all 4 sides of the building. Each entrance is secured and all visitors are required to present government-issued **photo identification** (i.e., drivers' license or passport). **If you do not have a photo ID, security will not let you in the building.**
- **ACCESSIBILITY: Visitors with disabilities/wheelchairs may stop briefly at the loading zone on Mitchell Street or MLK Jr. Drive for drop off.** Disabled guests can use ramps provided to enter the Capitol on the ground (first) floor.
- All visitors must enter the Capitol through a metal detector; the X-ray machine must examine hand-carried items. No weapons, including pocketknives, are allowed in the Capitol. These items should be left in a vehicle because Capitol security will not hold these items.

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STATE GOVERNMENT COMPLEX  
**CAPITOL HILL**  
ATLANTA, GEORGIA  
GEORGIA BUILDING AUTHORITY  
1 Martin Luther King, Jr. Dr. SW, Atlanta, GA 30334 not to scale

**P** Public Parking    **C** Cafeteria  
**S** Snack Bar        **A** ATM Machine

**Breakfast  
& Lunch**

**The  
Capitol**