**Legislative Breakfast Host**

**Organizational List**

**Set a date with the Senator that covers your district. Please do this first.**

**Once your date is confirmed, email that date to the Legislative Breakfast Committee Reps in your region (Central is Lisa Cheever and Bernadette Rivard)**

**Then contact these groups with a save the date and/or an invitation to speak at your breakfast:**

* The Representative(s) that represent your town and surrounding towns (they will all have the same senator).
* The Massachusetts Board of Library Commissioners
* Massachusetts Library System
* Massachusetts Library Association
* C/W MARS
* Central Mass Library Advocates
* Your library Board of Trustees
* Your Town Administrator/Manager
* Governing Boards such as Selectmen, Finance Committee, etc.
* Directors of libraries in your senate district. These Directors should send the invite to their Trustees, Friends, patrons, etc.
* Your Friends of the Library Group
* Patrons-Please ask a patron to speak. This is important to do as it highlights the library community and why our patrons need libraries.

**Food/beverages:**

Plan what you will be serving for the breakfast. It can be as simple as a buffet, finger foods, or a complex as sit down meal. It all depends on your funds, though keeping it simple is easier. Host libraries for Central Mass can be reimbursed up to $150 (we are checking on this amount currently with the Friends of the Beaman Memorial Library). Save your receipts. If you need additional funding:

* Ask your Friends group
* Send letter of requests to local bakeries, restaurants, etc. Send this out well in advance.
* Ask your Board of Trustees and staff member to bake

**Publicity:**

* Contact the local press
* Advertise within the library- Put a flyer on your counter for patrons. Patron attendance is important because our patrons will impress upon their Senators the important of library funding.
* Advertise on your webpage and Facebook page
* Local cable if available
* Send a letter to the head of your board of selectmen/city council to be read at a televised meeting

**Organization:**

* Send out an official invitation by email or postal mail at least 4-6 weeks in advance.
* Keep a spreadsheet of who is attending/speaking (keep speakers to a minimum of 3 to 5 minutes depending on how many speakers are on the agenda)
* Create your program for the morning of the breakfast.
* Contact the MBLC for a theme and legislative agendas.
* Thank volunteers and monetary supports on the back your program.
* Have a sign-in sheet at the breakfast.
* Provide name-tags for attendees.
* After the breakfast, send thank you cards to the Senators, Reps, speakers, etc. who attended your breakfast. Please also thank those you feel should receive thanks.
* Send thank you cards/letters to business/local organizations that donated to your breakfast.