National Young Audiences Arts for Learning Week 2016
Web Ex planning meeting, Thursday, December 17, 2 p.m.

Agenda

1. Welcome and Introduction

2. Brief History and Purpose of YA Week

3. Discuss Affiliate Highlights from last year

4. Discuss YA Week Timeline and Benchmarks

5. Introduce Moodle (Share Screen and access Moodle YA Week course)

6. YA Week Toolkit
   A. Congressional contact list (Brandon)
   B. Affiliate Invitation to Congressional Staff (Marcus/Brandon timeline)
   C. Press release template (Marcus)
   D. Social Media campaign (Jarred)

7. Q & A:
   When should my affiliate start reaching out to my Congressional representatives for YA week events? How often should I follow up, if I don’t hear back from their office?

   Can I give a Government official a gift valued more than $50?

   If a representative attends my event, should I have them make a speech or participate in the event? Should the event have lots of children/parents and members of the press attending it?

   If the representative sends a staff member, should I offer them the same privileges, making a speech on behalf of their rep.?

   How do I develop Congressional relationships beyond YA Week?

   Can I reach out to you directly about questions regarding other advocacy questions?