

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?