

Legislative Breakfast Toolkit

A suggested timeline for planning your breakfast

August-October

- Form a committee and choose a library to host the event. Ideally, a host library is chosen one year before their event so they can learn from the current year's host
- Contact the office of the Senator and/or Representative who represents your area to find a date for the breakfast that matches their availability
- Book breakfast date with host library facility
 - We recommend considering Friday mornings in January or early February
 - In addition, hosting a local event in December would align with the release of the Governor's budget and could be an effective way to draw attention to library funding issues
- Once breakfast is scheduled, inform MLA Legislative Committee (legislative@masslib.org). The Committee will add your event to the statewide Legislative Breakfast Calendar; they will also inform the MBLC
- Join the mailing list for legislative event planners at <https://groups.google.com/g/legeventplanners>.

November

- Send a Save the Date to area legislators, colleagues from area libraries, and any other invitees (MLS, network folks) so that they can set aside the time in their calendars.
- Develop a menu, determine setup for the event and develop a budget.
- If host library needs help with funding, solicit donations from the Friends and/or Trustees of neighboring libraries in the Senatorial district as well as any regional or statewide groups.
- Develop an agenda and speaker list for the event. Leave plenty of time in the schedule for one-on-one face time between library advocates and legislators.
- Invite speakers. Typical speaker list could include:
 1. Host librarian or local trustee
 2. Town/City official(s) (Mayor, Town Administrator, Select board Members, etc.)
 3. MBLC Commissioner or MBLC staff - introduce the Legislative Agenda
 4. Impact speakers (library patrons, members of community who have benefitted from library services)
 5. Area Senator and Representative(s)
 6. Host librarian to close
- Once speaker list is established, prepare invitations and programs
- Plan press releases and other PR

December-January

- Send out invitations to staff of neighboring libraries as well as Friends and Trustees of neighboring libraries, including links to online registrations
- Continue to fundraise if needed

January-March (including events)

- Stay in contact with legislators and others who have agreed to speak; provide them with the day's agenda, including the amount of time they have to speak.
- Send out PR related to your audience
- Send reminder closer to event date
- Prepare sign in sheets for attendees. Prepare other handouts. MBLC will bring agenda copies and other materials

Day of event

- Gather name tags, pens, and any other supplies
- Identify volunteers to work check-in
- Set out refreshments
- Check AV
- Put out signage
- Take photos of legislators with their constituents
- Welcome and/or closing speaker should acknowledge legislators and local officials attending the event

Post Breakfast

- Record: names, library, municipality, legislator/aide
- Fill out survey report for legislative@masslib.org
- Reimburse host library
- Ask host library director to send thank you notes to legislators
- Send “thank yous” to host library
- Send photos with names to legislative@masslib.org to be shared on social media.

Helpful Resources:**Appendix A**

[Sample Invitations and “Save the Date” Publicity](#)

Appendix B

[Sample Programs](#)

Appendix C

[Sample Press Releases](#)

Appendix D

[Miscellaneous - Talking Points](#)