**Arts & Heritage Day** is an exciting all-day event that brings together artists, museum supporters, heritage, and cultural professionals from across the state. A reception with legislators will be held the evening prior on February 4 at the State Capital Museum in Olympia. The next morning on February 5, Arts & Heritage Day will begin with orientations for participants, meetings with legislators throughout the day, a luncheon, and performances. It is a great opportunity for advocates to talk with their legislators about statewide arts and heritage issues and local concerns, as well as share specific stories and highlight the impacts in our schools and communities.

#### Regions: For Arts & Heritage Day, we have divided the state of Washington into six regions (each region includes one to six legislative districts). A **Team Captain** (or co-captains) is assigned to each region and coordinates visits with legislators on Arts & Heritage Day.

#### Team Captains volunteer their time as representatives of their region. They play a critical role in organizing meetings with legislators and helping to coordinate constituents. Team Captains need to be well organized, informed, and passionate about arts and heritage issues and be able to clearly communicate with their legislators and constitutes in their region.

**Team Captain Responsibilities:**

1. **Participate in two Team Captain teleconference calls, one in December, and one in** January**. These calls will include preparatory information about specific issues and logistics about scheduling meetings with legislators.**
2. **Build a team of advocates:** The Arts Alliance and Washington Museum Association will provide Team Captains with contact information for advocates in each region. In addition, Team Captains should reach out to friends and **colleagues (local board members, administrators, artists, teachers, volunteers, and patrons).**
3. **Ensure Arts & Heritage Day appointments with Legislators are made in January.** The Arts Alliance and Washington Museum Association will provide legislative contact information. Team Captains should schedule meetings throughout the day on February 5, so that constituents from the region can attend several meetings representing districts in which they live and work. It is recommended that at least three advocates are confirmed for each visit and not more than ten.
4. **Report meeting times and confirmed attendees** to the Arts Alliance and Washington Museum Association weekly, beginning in January.
5. **Identify a Prime Contact** for each meeting with a legislator. It is recommended that Prime Contacts lead no more than three meetings with legislators. Team Captains usually also act as Prime Contacts for some of the meetings in their region. (See Prime Contact description below). **Encourage Prime Contact to make one contact with their legislator while the Representative/Senator is still in their home district.**
6. **Help get the word out to constituents in your region about carpooling, parking on capital campus, lodging in Olympia, etc.**
7. **Help gather gifts** for legislators. Advocates can bring arts and heritage related gifts such as posters/postcards from local shows, museums, artwork by local students, music, mugs with organizational logo. *Gift value should not exceed $50.*
8. **Participate in Arts & Heritage Day. Join your statewide colleagues at the reception with legislators the evening before Arts & Heritage Day on February 4. Participate in meetings with legislators on Arts & Heritage Day. Have fun and enjoy the luncheon, talks, and performances. Complete a Report Form for each meeting and collect Report Forms from Prime Contacts.**
9. **Team Captains can also make an impact by:**

* **Contacting** local media to help get the word out about Arts & Heritage Day. We will provide a template press release.
* **Requesting** local cities to declare February 5, 2014 as Arts & Heritage Day. We will provide a sample proclamation. Please let us know about cities that declare February 5, Arts & Heritage Day.

**Prime Contact Responsibilities (A Prime Contact should be assigned to each meeting).**

1. **Prior to Arts & Heritage Day on February 5, 2014:**

* **If possible, meet with legislator(s) while they are still in home district prior to end of December.**
* **Participate in Prime Contact teleconference call in January.**
* **Go to** [**http://www1.leg.wa.gov/Legislature**](http://www.wsartsalliance.com/arts_day_jobs.htm) to research your Senators and Representatives (information includes photos, bios, committee information, etc.).

1. **On Arts & Heritage Day:**

* **Participate in morning Orientation for current information regarding meetings.**
* **Check in with staff about any last minute time changes and locations of meetings.**
* **Meet with other advocates who will attend meetings.**
* **Pick up p**ackets to be delivered to each legislator.

1. **During meetings with legislators:**

* Introduce yourself and other individuals in the group to the legislator (or aide).
* Present Arts & Heritage Day packet and gifts.
* Moderate the meeting (attempt to give each advocate a chance to add something to the discussion) and keep the meeting focused. Remember, meetings are often scheduled for only 15 to 20 minutes.

1. **Complete the Visit Report Form** for each meeting and return to Arts & Heritage Day organizers before end of day.