

# LEGISLATIVE EDUCATION DAY PREP DAY

TUESDAY, FEBRUARY 11TH 2025

## AGENDA

SIGN IN  
SELF GUIDED OVERVIEW

**3:30 PM - 9:30 PM**  
**WORK IN STATIONS**

WELL ACTIVITY PREP  
- BUILD YOUR COMMUNITY  
KNOW YOUR ELECTED OFFICIAL  
ELEVATOR SPEECH  
FOLDER REVIEW  
LOBBYING V. EDUCATION  
MEETING PREP



OVERVIEW OF STATIONS DESCRIPTION WILL BE POSTED  
AT EACH STATION WITH A QR CODE TO A SHORT VIDEO

**ALBANY HILTON**  
**40 LODGE STREET ALBANY, NY**

# LED - PREP DAY

## DETAILED AGENDA

**2:00PM SET UP**

**3:30PM - 9:30 PM WORK IN STATIONS**

### **OVERVIEW OF STATIONS**

The overview, purpose, and demonstration of the stations will be available at each table in writing, as well as a qr code link to a short video of the station activity

**Well Activity Prep** - *Build Your Community-Set up the Activity and engage with it, become familiar with it, talk about how You will facilitate it for a meeting*

**Know Your Elected Official** - *Using a template everyone takes time to find information about their elected official(s) and complete the knowledge sheets. Share anything that stood out about them, things you have in common, things you found interesting*

**Elevator Speech** - *Using a template everyone takes time to write their elevator speech and break into pairs to practice and fine tune it.*

**Folder Review** - *Groups will each have a folder that will contain the contents for the elected officials, participants will review and become familiar with the contents, and be able to speak to what they are in their own words.*

**Lobbying v. Education** - *Groups will go over the information from the presentation "Lobbying vs Education"*

**Meeting Prep** - *Groups will practice how an actual Legislative Visit would go, making sure everyone is comfortable with what they need to say.*

**9:30PM - DEPART**

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