



545 E. Tennessee St. ▪ Ste. 100-D ▪ Tallahassee, FL 32308 ▪ 850-270-9205 ▪ www.flalib.org

2023 FLA Library Legislative Day Basics

LEGISLATIVE APPOINTMENT SETTING

Appointments may either be made in writing by emailing the legislator’s scheduling person, or by phone. Every office differs in their preferred scheduling process, so please check with them to determine which process to use. Sample language follows for emails, faxes and phone call scripts.

Sample Email

Dear [Name of Scheduler],

Members of the Florida Library Association (FLA) will be in Tallahassee on Wednesday, March 22, 2023. We would very much appreciate a meeting with Senator [Name] and/or her/his Education staff person to discuss the importance of Library Funding through State Aid, Public Library Construction, and related legislative issues.

Among attendees will be [Insert names of participants from the district]. There may be others at the meeting as well, but I am unable to confirm the names at this time.

A meeting between the hours of 10:00 am and 5:00 pm would be ideal. Thank you so much for your consideration of our request.

Cordially,

Sample Phone Script

“Hello, my name is [name] from [name of organization]. May I please speak to Representative’s/Senator’s [legislator last name] scheduler?” (Write down the scheduler’s name. Be sure to get the correct spelling.)

“Several of our members will be in Tallahassee on March 22nd, and we would like to schedule a meeting with Senator/Representative [Name] and staff to discuss Library Funding, Public Library Construction, and related legislative issues. May we do this on the phone, or would you prefer an email?”

At this point, you may either continue, or take down the email address. Although you should make every effort to get a meeting with the legislator, many times you will be referred to the appropriate staff person, and that's ok! If you are able to continue on the phone, let the scheduler know who is coming:

“At this time, the following people will be attending: [list names and affiliations]. We would like to schedule a meeting between the hours of [times].”

Note: You may have to contact the office several times before someone returns your call or confirms an appointment. Be persistent and proactive—you are calling as a voting constituent [or on behalf of voting constituents].