



**United Communities Building Together**  
**Comunidades Unidas Edificando Juntas**

**Doughnuts with Your Delegates**  
**How to Hold a Legislative Breakfast in 6 Easy Steps**

1. Start planning about a month ahead by picking a date for the meeting between January 22<sup>th</sup> and February 5<sup>th</sup>, when your key board and staff members can attend. Traditionally legislators are in their districts on Fridays so a Friday would be your best bet.
2. Invite your legislators. Send your legislators a letter inviting them to meet with your staff and board members to learn about the work you are doing in their district -either by traditional mail, or by email. (See sample letter.) Follow up with a phone call. When you call the front desk, ask who handles the legislator's schedule, and ask to speak to them. If neither the legislator nor their staff reply, identify someone in your organization who has a relationship with that legislator and have them call.
3. Determine the agenda. We know you will talk about *The Campaign for Our Neighborhoods*. Choose the particular issues in the Campaign that most impact your community. Be sure to thank them for passing the Expiring Use Legislation. (We will inform you of any other progress on *The Campaign for Our Neighborhood* issues before January 22<sup>th</sup>.) In addition, what programs, projects or issues in your community do you also want to discuss? With what will you need your legislator's help or support on during the year? Is there an issue or program that relates to the committee on which your legislator serves? What work are you particularly proud of? **Make sure to thank them for any help they have given you over the past year.**
4. Once you know what you want to talk about, determine who among your staff, board and community should be at the meeting. It doesn't have to be a large group. Give everyone one issue to talk about. Make sure people are informed about their issue and comfortable talking about it. Hold a "practice" meeting if necessary.
5. Assign someone to make the coffee, buy the doughnuts (or bagels or muffins) and have a good meeting!
6. Follow up the meeting with a letter thanking your legislators, providing them with any information they may have requested or reminding them of any requests you had for them. Be sure to let MACDC know about the meeting and if your legislators seemed particularly interested in any of the elements of *The Campaign for Our Neighborhoods*. We need friends and leaders in the legislature!

Contact either Pam Bender (pamelab@macdc.org or 617-426-0303 ext 25)  
or Allison Staton (allisons@macdc.org or 617-426-0303 ext 24)  
for more information and assistance with your meeting