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LACMA

Serving L.A. County Doctors Since 1871

TEN STEPS TOWARD CREATING “MEET AND GREET” EVENTS

1. Pick a legislator, preferably one with potential interest in physicians' concerns!
2. Work with the legislator's district office to schedule a date and pick a place. Allow at least two months lead time. This will give you time to reserve a room and develop a simple invitation with directions. Also ask for RSVPs to get a head count.
3. You can obtain a list of physicians that live and work in the legislator's district from LACMA. Use this list to fax the invitation, and have the Chapter GRAC Chair and Key contact(s) follow up with phone calls personally inviting them. E-mail is also very effective and inexpensive.
4. Place an announcement and/or the flyer in your local newsletter.
5. If there is a local medical or hospital-based residency program, invite the students and residents, invite the students and residents. This is a great way to get them involved early. If your regional district has a student or resident rep, ask them for their help!
6. Coordinate the event with LACMA. A member of LACMA's Advocacy Team may be able to attend, and this will allow them to educate the legislator on the important issues.
7. Familiarize yourself with the legislator's committee memberships, bills sponsored, and prior involvement with the practice of medicine issues. Familiarize yourself with LACMA's legislative agenda, pending bills, etc. You may want to prepare a handout to provide attending physicians to facilitate informed questions and comments. Ask LACMA for the information.

On the Day of the Event:

1. On the day of the event: Get there early, have nametags, and take photos. Ask all attendees for business cards or have them sign in. Use this list to send thank you letters. Publicly thank the legislator for coming after his presentation.

After the event:

1. Write an article for your local newsletter. Send a copy to the legislator with a thank you letter and any photos taken.
2. Start to prepare for the next event!