

League Lobby Day

November 6, 2020

The day's schedule & details:

8:45 a.m. – Registration at the [Best Western Premier Park Hotel](#) – Coffee and pastries

9:30 a.m. – 10:30 a.m. – Briefing and Q&A on the Lobby Day issues and what we've been hearing on each issue so that you are prepared for your meetings.

10:30 a.m. – 12:30 p.m. – You walk over to your **meetings at the Capitol**. We'll provide you with memos for your legislators on each issue that you can provide to them when you meet. **Please make your own appointments**. Legislative contact information is [here](#). Please feel free to email or call me if you need assistance. Legislators may have limited time to meet with you. If you are offered an appointment before 10:30 a.m., that's ok. We'll make sure you are provided a packet and we can arrange a briefing by phone prior to Feb. 20. Just let us know.

- Because of legislative schedules, you may be asked to meet with staff. That is ok.
- You may be asked to meet with the Legislator together with other municipal leaders from the district. Again, if that works for you, that's ok.

During your meeting:

- You have a unique status. As a local official keep in mind that you have a shared constituency with the Legislator and you also have a large circle of influence.
- Please make a note of the staff names or take business cards if they have them. They are your entrée to the Legislator and can become an important contact. You'll want to include them in your thank you note.
- If a legislator has a question that you don't know the answer to, it's ok to say that you don't know. We'll provide you with a debrief form and you can flag the question so that League staff can follow-up.

12:30 – 1:30 p.m. Lunch at the Best Western Premier Park Hotel

1:30 p.m. – Adjourn

Lobby Day Material Will Be Provided – Bring Your Story:

So you know >> Lobby Day memos on League letterhead will be provided to you the Friday before Lobby Day by email. *You don't need to bring copies*. We will provide you with a folder with all of the information when you arrive. HOWEVER – **remember that you are the experts!** You can come prepared with information on how the Lobby Day Issues will impact your community. It helps to tell your story. Lobby Day issues are the [League's Legislative Agenda](#) for the session, with a focus on funding for transportation, levy limit flexibility, dark store and Walgreens.

Location & Parking:

[Best Western Premier Park Hotel](#) (formerly the Inn on the Park)

22 South Carrol Street, Madison

(608) 285-8000

We have 10 rooms on hold for the evening of Tuesday, November 5 at the \$139 rate for those that need them. Your guests can make their reservations by calling the hotel directly at 608-285-8000 and reference the “League of WI Municipalities Lobby Day” room block.

Parking is limited at the hotel. The closest ramp is the Dane County Ramp at 113 South Henry Street. Scroll down on [this page](#) for a map. Information on City of Madison Parking Ramps is available [here](#). The Hotel is at the corner of W. Doty Street and Carroll Street and there are several City ramps within walking distance.

Mileage Reimbursement:

Just a reminder that the League reimburses mileage expenses and will also reimburse you for one night’s lodging and a meal if you travel more than 400 miles round trip to attend the meeting. We’ll have reimbursement forms in your packet for you to fill out and return to us. The reimbursement form is also available [online](#). Please attach receipts for lodging and meals to the reimbursement form if you are in that category. We do not reimburse for parking.

#LeagueWIAdvocacy is the hashtag we use on Twitter for League advocacy – send a tweet, tag the League at @LeagueWiMunis and let them know you are coming!

Thank you again for advocating on behalf of your municipality!

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League of Wisconsin Municipalities

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