



Instructions for Policymaker Invitations to Lobby Day

Send an invitation to each of your state legislators asking them to attend lobby day. You can send one invitation from your program or several, each from different program youth! To find the state Representative(s) and Senator for your agency's city/town, or to find the city/cities your program youth live in, click [here](#).

1. **Personalize the post cards** - On the side with the invitation text:

- On the salutations line, write your legislator's full name in the blank following "Honorable." For example, it should read: the Honorable Thomas McGee.
- At the end of the message, sign your name and write your agency name and city on the line provided.

2. **Print:**

- Print on card stock or post card paper (it is set for 2, 6" x 4" post cards per page). You could also simply print onto regular 8 x 11 paper, cut the page in half to get the two separate invitations, and mail them in plain envelopes.

3. **Address the front of the post cards** (or address your envelope):

- Write in your return address (e.g. name, agency name, and agency address).
- You can find your legislators and their room numbers at <https://malegislature.gov/People/Search>.
- Address the post card starting with "The Honorable", for example:

The Honorable Thomas McGee
State House, Room 109C
Boston, MA 02133

4. **Send an invitation to Governor Baker too!**

- Address the postcard to The Honorable Charlie Baker, State House, Room 280, Boston, MA 02133.

5. **Mail your invitations:**

We recommend that you mail the invitations the third or fourth week in January.

Email and/or call your legislators to encourage them to attend as well!