

# Legislative/Grassroots Workshop Checklist

## Legislative/Grassroots Workshop Planning Stage – Prepare

- Do you have tables and chairs to host at least 20-50 attendees for this Legislative/Grassroots Workshop?
- Does your space have multimedia capabilities?
  - Television/Viewing Screen with HDMI Connections?
  - Projector with HDMI Connections?
- Contact your Grassroots Field Coordinator regarding your intentions on hosting a NRA-ILA Legislative/Grassroots Workshop. Provide your Grassroots Field Coordinator with the following information in your email:
  - Your First and Last Name
  - Name of Your Business
  - Business Address
  - 2-3 Days you are considering for the Legislative/Campaign Workshop  
*Note: Workshops are typically held Monday through Friday after 6pm and on Saturdays at any time.*
  - Hours you would like the Legislative/Campaign Workshop to occur

Your Grassroots Field Coordinator will confirm your information and submit this event to the NRA Headquarters. After your Grassroots Field Coordinator gets the approval for the Legislative/Campaign Workshop from the NRA Headquarters, he/she will contact you to confirm the event as well as the date and time.

## Event Logistics

- YES  NO Dates and type of event has been finalized
- YES  NO Do you have a projector and screen / TV available for use
- YES  NO Do you allow food and beverages in you training room?

