



## 2024 DAY AT THE CAPITOL PLANNING YOUR DAY

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### **Monday, February 5, 2024**

#### **Reception / Dinner**

##### **Hyatt Regency Sacramento**

Capitol View Room, 15<sup>th</sup> Floor  
1209 L Street, Sacramento, CA 95814

- **5:00 p.m. – 6:00 p.m. – Legislative Reception**

This reception is a great opportunity for you to meet your representative(s).

- **6:00 p.m. – 7:00 p.m. – Dinner**
- **7:00 p.m. – 8:00 p.m. – Guest Speaker Panel**

Journalists [Dan Walters](#) (CalMatters) and [Emily Hoeven](#) (San Francisco Chronicle) will participate in a panel entitled: *"California – Challenges in Keeping the Golden Goose Healthy"*. Please note that the dinner is limited to Day at the Capitol registered attendees only.

### **Tuesday, February 6, 2024**

#### **Buffet Breakfast / Issues Forum / Legislative Appointments**

##### **Hyatt Regency Sacramento**

Capitol View Room, 15<sup>th</sup> Floor  
1209 L Street, Sacramento, CA 95814

- **7:30 a.m. – 9:30 p.m. – Breakfast Buffet and Issues Forum**

Please join us for breakfast at the **Hyatt Regency Sacramento, Capitol View Room.**

Chris Walker will lead discussions of CAL SMACNA's issues which will include:

- Employer Lawsuits and PAGA
- K-12 School Facility Bonds, Career and Technical Education and Classroom Ventilation
- Hit the Pause! Button Campaign

#### **Legislative Appointments**

##### **California Capitol Swing Space**

1021 O Street, Sacramento, CA 95814

- **10:00 a.m. – 2:30 pm. – Legislative Appointments** (*Last appointment will be scheduled no later than (2:00 p.m.)*)

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### **Appointments**

At the Issues Forum on February 6<sup>th</sup>, you will receive a packet with copies of the issue papers to hand out at your scheduled appointments.

An updated appointment schedule will be included in your packet. Every effort will be made to confirm your appointments but be aware that legislators often set ambitious daily calendars and you may have appointments changed at the last moment, or you may be meeting with the legislator's aide. If necessary, be prepared for meetings in the hallway between committee hearings or walking with the legislator on their way to their next meeting. This is an excellent opportunity to experience the excitement of watching the legislative action in progress.

## Navigating the Swing Space

In order to adequately provide office space for the Legislature and Executive Branch during the construction on the California Capitol, a state office building, the "Swing Space" was constructed. It is located at 1021 O Street, between 10<sup>th</sup> Street and 11<sup>th</sup> Street. The Swing Space includes 10 floors of office space for approximately 1,250 legislative and executive elected officials and staff, as well as space for committee hearings.

If you are driving, you can find all day parking garages on 13<sup>th</sup> Street between I and J Streets and at 10<sup>th</sup> and L Streets (entry on 10<sup>th</sup>). Please be aware that many streets downtown are one-way streets.

## Attire

Business attire is recommended, as well as comfortable shoes. You might be doing a lot of walking or standing on concrete or marble floors and/or walking stairs as necessary. If you are bringing a child, appropriate business casual attire is recommended. Please be prepared for rain.

## Your Appointments

10 TIPS for your appointment in the legislator's office:

1. It is recommended to give the receptionist a business card for each person in the group for their reference.
2. It is always better to err on the side of caution and be as formal as possible.
3. It is a good idea to stand when the legislator arrives for the meeting.
4. It is recommended to address the legislator as Assemblyman, Assemblywoman or Senator, unless you have a prior connection that allows for a more informal greeting.
5. It is a good idea to speak clearly and pause in between issues to allow for discussion.
6. Your meeting may be for only 15 minutes, so try to be concise as possible.
7. It is recommended that as the meeting wraps up to quickly reiterate the issues, hand out the issue cards, and thank the legislator and their staff for taking the time to meet with you.
8. Try to make sure that all business cards have been exchanged and any additional requests for meetings, emails or phone calls are given.
9. Try to keep handshakes firm, but not finger bruising.
10. It is a nice gesture to thank the receptionist as you leave.

## Lunch, Refreshments, and Gathering Area

CAL SMACNA staff will be in the 4<sup>th</sup> floor open space with lunch and refreshments available on February 6<sup>th</sup> from **11:00 a.m. – 2:30 p.m. in the Swing Space at 1021 O Street**. This is a good opportunity for you to discuss your appointments with other members and to share your successes and concerns with staff.

## Follow Up

After the Day at the Capitol event, it is recommended that you send a thank you letter to each office you visited. A sample thank you letter is provided in your packet that you will receive at the Issues Forum on February 6<sup>th</sup> and will also be sent to you via email. Try to follow up on the issues and any level of interest or requests made by each legislative office. CAL SMACNA staff will assist with the follow-up of requests.

## Thank You

This is an excellent opportunity to share concerns with your elected officials and extremely important in furthering CAL SMACNA's legislative agenda. We sincerely appreciate your efforts and your time away from your business supporting the sheet metal industry. Have fun and enjoy!