

# AFL DAY 2020

WEDNESDAY,  
FEBRUARY 26

9:45 A.M.

3RD FLOOR  
SENATE SITE  
ROTUNDA  
ALCOVE

WHEN THE VOICE FOR LIFE SOUNDS IN OUR STATE CAPITOL

## Plan Your Day

- **9:00am—Arrive, park, get through security** (*see suggested parking instructions*)
- **9:45am - 10:45am—Alcove Senate Side 3rd Floor Rotunda**— We will begin here to organize and get all our instructions for the day.
- **11:15am— Group Photo with Governor Parson in Governor's Office**— Keep in mind, this is subject to change should something come up on his agenda.
- **11:30am — Begin distribution of 2019 Impact Reports with thank you notes**—We will be distributing Impact Reports to every legislator as well as other offices so it will be important to have everyone participating which will make this very easy to do.
- **NOTE: Lunch will be on your own. The Capitol has a cafeteria in the basement with many food options and inexpensive.**
- **Clients and Babies— Please plan to bring a client and baby with you.**  
As you visit offices, sharing their story and taking photos may be possible one-on-one with legislators.

## Parking Instructions

It is generally next to impossible to find parking close to the Capitol. Especially coming in mid-morning. The best parking option that avoids having to feed the meters is to utilize the **Municipal Parking Garage** located at 200 Madison St. It is on the corner of Madison and E. Capitol Avenue. It is two short blocks from the Capitol. Cost is max \$6.00 for the day. **PLEASE park here.**

## What to Bring With You

- Clients—Mom and baby or just mom is ok too. Bring them with you, this makes a big impact on the legislators. There will be more walking this year so may want to bring a stroller if you have a baby with you.
- Your name tag/tag for client.
- Brochures and business cards.
- Comfortable shoes, we do a lot of walking.
- Flexibility!

## What to Wear

We encourage you to use the dress code of legislators. Suit jacket with pants, dress or skirt for women, suit or sport

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## Before You Arrive

- **Pray for the day** –the day to be impactful for everyone and good weather/safe travels.
- **RSVP your attendance** - we need to know you are coming to know how to prepare for distribution of Impact Reports that day.

**Visit our website at this link to RSVP:**

## RSVP by February 24th.

- **Tuesday February 25th** - please send an email to all of your legislators letting them that you will be at the Capitol on Wednesday and look forward to meeting them in their office.
- **Client Release Form** - have the client you are bringing sign the release forms.
- **Signed Hold Harmless Agreement** -see the sample included on the email promotional to print and use if needed. Clients are considered volunteers when agreeing to attend this event with you.
- **Print off this document** - to have all the details with you!

See you at the Capitol!



## Client Story/Photo Release

I, the undersigned, agree to allow Alliance for Life – Missouri, Inc. to use my client testimony and photos of myself or my baby in their newsletter publications, web site and/or booth displays. I further agree to let the story and photos be used without compensation being paid to me or any of my family members. I hereby waive any and all claims, demands, damages actions or causes of action against Alliance for Life - Missouri or any of its volunteers arising from or growing out of the authorized use of publishing of my story and photos.

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Signature of Client

Printed Name

Date Signed

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If a minor, Signature of Parent  
Or Legal Guardian

Printed Name

Date Signed

OFFICE USE ONLY

Date Received: \_\_\_\_\_

Initials: \_\_\_\_\_

# **The Alliance for Life**

## **Client Selection Guidelines for Jefferson City**

Select a client who:

- ✦ Has good verbal skills
- ✦ Can tell her story that shows marked life changes such as choosing to parent or place for adoption, changing her future by going back to school, starting college or gaining employment, reunification with family, etc.
- ✦ Will follow directions and accept direction from staff about story presentation, capitol protocol and day of event activities
- ✦ Will remain flexible throughout the preparation process and the day of activities
- ✦ Has an older infant or toddler that can easily arrange for a sitter

Willing to follow appropriate dress for the Capitol

No cleavage showing

No skirts above the knee

Clothing freshly washed and ironed

Regular “day” makeup

Hairstyle is appropriate

The Director needs to:

- ✦ Be actively engaged in preparing the client for the day at the Capitol
- ✦ Have the client tell her story directly to them and work to perfect the story together
- ✦ Not assume the client has any frame of reference for the event – the director must adequately prepare the client for meeting with legislators
- ✦ Reward the client by giving her extra incentive points, gift certificates or assistance in purchasing an adequate outfit