

**Appendix II: Lists and Charts for  
State Capital-Based Professional Advocates  
(Blue Pages)**

Chapter 2 Blue Pages, p. 6

<b><i>Administrative Heroes' To-Do List</i></b>	
<b>To-Do</b>	<b>Completed?</b>
Identify and brief administrative officials who should see this policy change in their own direct self-interest. (When: Before session or budget debate begins; beginning of session or debate.)	
Assist the organization to meet with and brief key administrative officials for the purpose of sharing useful data and information that might be helpful for the campaign. (When: Before session or budget debate begins; beginning of session or debate.)	
Prepare official background paper on costs and impacts of proposed change to be shared with the legislative committee and staff. (When: before a hearing; before a debate; before a conference committee.)	
Try to arrange public announcement of high administrative official support for press conferences, op-ed articles, letters to the legislative leadership, etc.	
Maintain regular communication with campaign leaders and help analyze proposed amendments and communicate administration's opinion.	
Set up early warning system with campaign if a member of the administration finds reason to withdraw support. Make sure it happens quietly (if it happens).	