



# Excel Center Legislative Process WORKBOOK

## Overview

This workbook will guide you through the process of securing legislative/elected-official support for your Excel Center initiative. It is divided into three distinct areas:

**BUILDING RELATIONSHIPS**

**RESEARCH AND LEARNING**

**TAKING ACTION**

These areas cover the important process elements described in the accompanying overview document.

## How To Use This Workbook

- Remember that the process is ITERATIVE. These steps will never occur in a linear or chronological fashion. With this in mind, view the worksheet as something to keep track of the many elements that will need to occur in your process – many simultaneously.
- The left column in each section lists distinct process elements.
- The row under each process element can be used to rate your comfort level – or level of expertise – with that element:
  1. Not comfortable/have no expertise.
  2. Somewhat comfortable/have some knowledge of the subject and access to expertise.
  3. Extremely comfortable/have a high level of expertise and are connected with other experts in this area as well.
- The right column in each section is to jot down notes, ideas and next steps that will help you move towards completing that particular element.

**BUILDING  
RELATIONSHIPS**

**NOTES, IDEAS, NEXT STEPS**

**Hire  
Lobbyist**

Rating: 1  2  3

**Identify  
Political  
Climate**

Rating: 1  2  3

**Identify Key  
Champions Among  
Electeds/Legislators**

Rating: 1  2  3

**Secure Community  
Support (broader  
industry and  
political support)**

Rating: 1  2  3

**RESEARCH AND  
LEARNING**

**NOTES, IDEAS, NEXT STEPS**

**Economic  
Impact  
Study**

Rating: 1  2  3

**Sales  
Tools**

Rating: 1  2  3

**TAKING ACTION**

**NOTES, IDEAS, NEXT STEPS**

**Meet with  
Legislators**

Rating: 1  2  3

**Present to House  
and Senate Committees  
(or Board of Supervisors  
or City Council)**

Rating: 1  2  3