

DO'S AND DON'TS

Before Arriving in Springfield

Do –

Call your legislators' offices to let them know you are coming
Pack plenty of business cards

Don't –

Get nervous! AIA Illinois is here to walk you through the process

In Springfield

Do –

Get a picture with your legislator
Team up with other members from your district
Observe and ask questions
Use the tunnel as a shortcut
Make the "ask"
Conclude by inviting the legislator to the Reception

Don't –

Discuss fundraising events or offer to purchase fundraising tickets
Get sidetracked on personal or local topics
Forget to say thank you

PURPOSE AND INTENT

This guide was created by the Advocacy Committee to assist architects who are attending Prairie Grassroots for the first time, or who need a protocol refresher. Starting in 2005, AIA members have met in Springfield for a lobby day to advocate for the profession and to share their perspective on government initiatives and the built environment with their elected leaders.

WELCOME

To my professional colleagues:

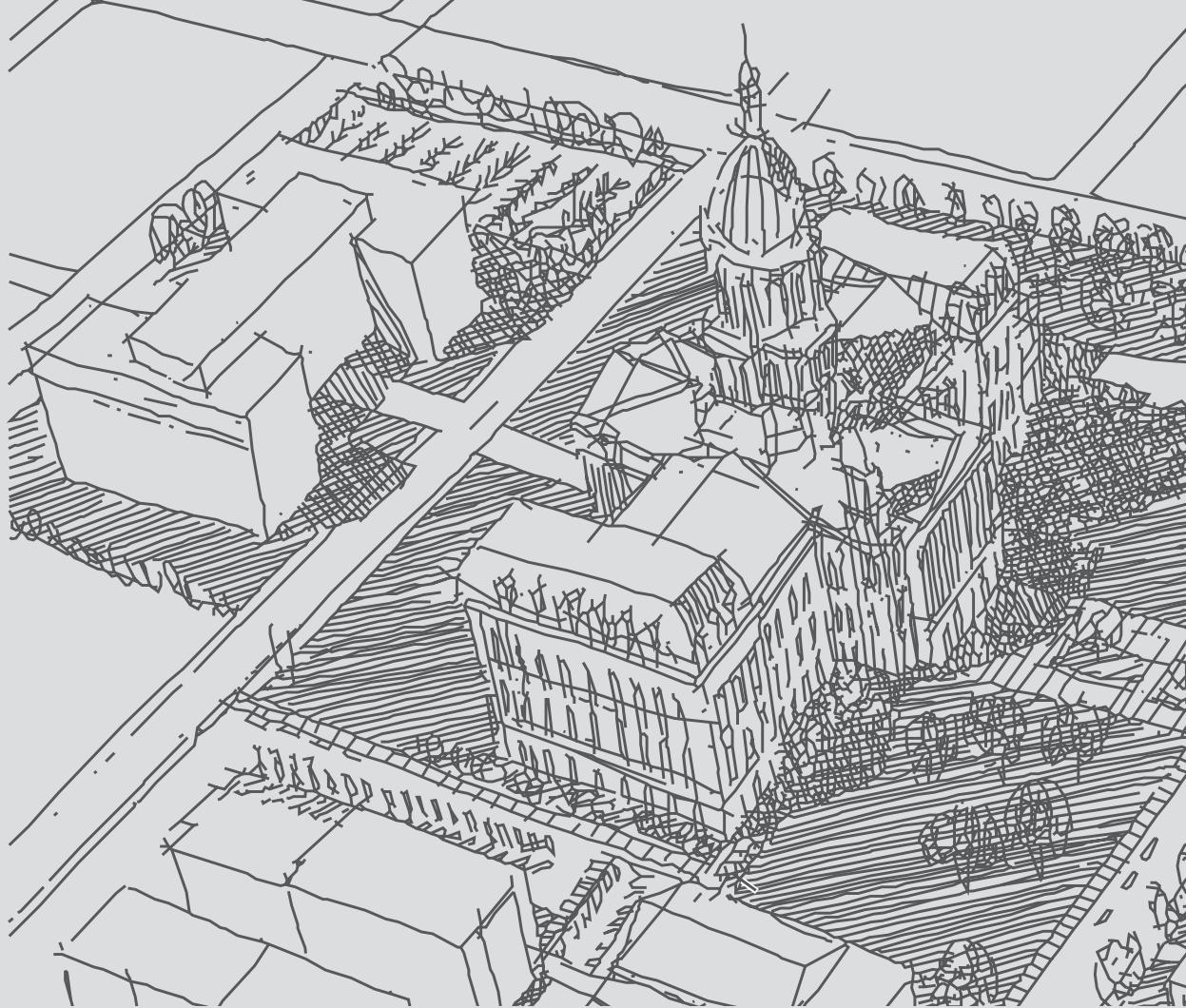
For more than 150 years, architects have used the strong voice of its members through the American Institute of Architects to promote the high ideals of its mission. Just as the Preamble to the Constitution of the State of Illinois endeavors to provide for the health, safety and welfare of its people, so too are we charged, as Architects, to provide the same. It is therefore fitting that the two august bodies of architects and citizen legislators be brought together to encourage when needed, enhance when possible, and carry out without delay the mutual charge defining the actions of both.

Please plan a return visit to fully investigate the richness of one of our state's premier public buildings. It is my honor and privilege as the Architect of the Capitol and as a member of the AIA to work for the preservation and continual improvement of our state Capitol. I hope you find the results of our efforts illustrative of the role of architecture in giving appropriate expression to one of our most cherished institutions.

Welcome to your state capitol.



J. Richard Alsop, III, AIA
Architect of the Capitol



Drawings by John J. Desmond, FAIA, for City of Springfield PR/UDAT, 1979

AIA Illinois

1 Old State Capitol Plaza N., Suite 300
Springfield, Illinois 62701-1323
www.aiail.org
217-522-2309 x1

A state component of the
American Institute of Architects

Capitol Information Line: 217-782-2000



AIA Illinois

ARCHITECT'S GUIDE TO THE CAPITOL COMPLEX



MEETING WITH YOUR LEGISLATOR AT THE RAIL

If your legislator is not in his or her office when you visit, the next step is to ask them to step out from the Chamber Floor to the third floor Rotunda to speak with you, around "The Rail."

At the Chamber door, write the legislator's name on the back of your business card and present it to the door keeper, who will carry your card to the legislator. Let the doorkeeper know you live in the legislator's district. Unless there is pressing business on the floor requiring their attention, they should be able to come out.

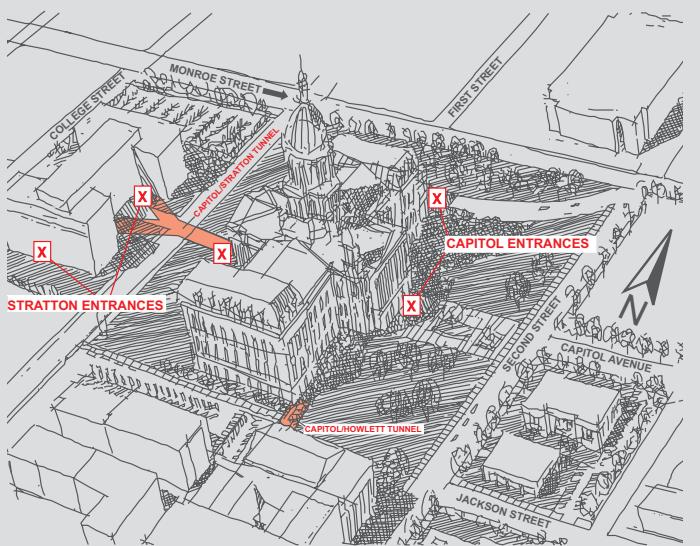
To visit the Public Viewing balconies of either Chamber, head to the fourth floor of the Capitol.

SECURITY

Everyone who enters the Capitol Complex is required to pass through security. Procedures are like those at the airport, but you can keep your shoes on.

Make sure to allow time for getting into the Capitol and passing from building to building. Using the tunnel between the Capitol and the Stratton Building saves you a checkpoint.

Note: During remodeling or other major events in the Capitol Complex, offices may be moved or entrances may be blocked.



MEET THE ASSISTANT

Introducing yourself to the legislator's assistant, who has many responsibilities including keeping the legislator's schedule, is a key step toward getting the precious face-to-face time you seek today. The assistants can usually be found at their desks outside each legislative office.

SENATE OFFICES

Senate Offices are located in the North and East wings of the Capitol Building between the first floor and the sixth floors. Mezzanine Offices are located in the North Wing of the Capitol just off the first floor and vary depending on party affiliation.

REPRESENTATIVE OFFICES

Most Representative offices are located in the Stratton Building to the west of the Capitol. However, if your House Member is in leadership, then their office is within the Capitol.

STRATTON/CAPITOL TUNNEL

You can travel between the Capitol and Stratton Building through the tunnel that connects the Capitol Complex. Please see the diagram for more information.

INFORMATION DESKS

There is an Information Desk located on the first floor of the Capitol and another on the second floor of the Stratton Building where you can receive assistance.

