

Advocate Meeting Checklist

I. Before Meeting with a Legislator or Staff

Prepare effectively for your meeting .

- Read advocacy packet and policy factsheets / backgrounders (1 week before)
- Identify and practice your story with family, friends, or a colleague (1 week before)
- Learn your policymakers policy positions - i.e. review their website, search Google, etc. (1-2 days before)
- Review recent news or social media activity about the policymaker (1-2 days before)

II. During Meeting with a Legislator or Staff

Remember you only have 10-30 minutes to meet with each Legislator. Be polite, professional, and focused on these priorities. Read the list beforehand to be prepared.

- Explain the impact of the policy issue in question through a personal story
- State the specific policy ask and wait patiently for a concrete response
- Write down any questions or policy positions stated by the policymaker or staff
- Leave behind printed materials, such as one-pagers or fact sheets

III. After Meeting with a Legislator or Staff

Stay active after your meeting.

- Share meeting notes with your organizational representative (same day)
- Share your experience on relevant social media sites (same day)
- Write personal email thanking policymaker and staff for the meeting (1-5 days after)
- Schedule a follow-up meeting in the district (4-6 weeks after)