Congressional Meeting Checklist

BEFORE
Prepare effectively for meeting with a Legislator or Staff.

☐ Notify your Institution or University’s Government Relations Office that you’ll be meeting with your legislator (As early as possible)

☐ Identify and practice your message and ask with family, friends, or a colleague (1 week before)

☐ Prepare a one-pager showcasing your background, message, and ask (1 week before)

☐ Research your policymakers background and 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)

☐ Remember to bring your one-pager, business cards, notebook, and pen to any meeting (same day)

☐ Arrive at the office no more than 5 minutes before your scheduled meeting (same day)

DURING
Remember you only have 15 - 30 minutes to meet with each legislator. Be nonpartisan, professional, and focused on your priorities.

☐ 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

☐ Ensure the meeting is a dialogue between you and the policymaker or staff

☐ Write down any questions or policy positions stated by the policymaker or staff for follow-up

☐ Leave behind printed material, one-pager or fact sheets

AFTER
Stay active after your meeting.

☐ Share meeting notes with AGU’s Public Affairs team (actioncenter.agu.org) (same day)

☐ Share your experience on relevant social media sites (same day)

☐ Write personal email thanking policymaker and staff for the meeting (1 - 3 days after)

☐ Schedule a follow-up meeting in the district (4 - 6 weeks after)

☐ Sign-up for AGU Science Policy Alerts to stay engaged