

Advocacy Amplified! In person meeting Outline and Resources

Setting the meeting

Contact the district or local office of the legislator with whom you want to meet. Identify yourself as a constituent and ask how to schedule a meeting. The office may set up the meeting for you, or you may be directed to send an email or complete an online form. Follow the instructions you are given. If you do not receive a response within seven days, follow up on your request with another phone call. (**Note: Zoom meetings have become routine since the pandemic. Consider this as an option if getting to a district or local office is challenging.*)

Planning the meeting (Alone or in a group)

Roles

If you are making your visit as a group, you will need to select roles.

A **Facilitator** manages the flow of the meeting.

One or more **Speakers** present to the legislator and/or their staff.

The **Note-taker** records key responses from the legislator and/or their staff.

Meeting Agenda

Introductions. The **Facilitator** initiates introductions

Speakers have several tasks.

Making the Ask. The “Ask” is what you want the legislator to do. This should be clear and concise.

Sharing Information about why the issue is important.

Telling Stories. Sharing a personal story about your connection to the issue can be highly effective.

Asking Questions can help you identify and understand the legislator’s position on the issue.

Closing. In closing, the **Facilitator** will:

Reiterate the Ask.

Distribute informational material you want to leave behind.

Thank the staff for their time.

Commit to follow up on any questions the staff had about the issue that couldn’t be answered by the group in the moment.

Follow up

One member of the group volunteers to send a follow up email.

Reiterate your thanks for the time to meet.

Send any follow up material that you promised to share.

Answer any unresolved questions that the staff person had.

Additional Resources

Our colleagues at Friends Committee on National Legislation provide some additional, in-depth resources on their [website](#) that are useful.