**Meeting Preparation and Details**

**Logistical Information:**

|  |  |  |
| --- | --- | --- |
| Rep/Sen: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date of meeting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Group & City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Focus Area: Global or US | Face-to-face: Y or N |

**Key Meeting Roles:**

|  |  |
| --- | --- |
| Meeting leader/facilitator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Storyteller: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Issue/Request Maker(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Note-taker: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Follow up: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Photo taker: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Meeting Agenda**

1. **Introductions and Thank You.** What will you thank the member of Congress for? Who will speak? \_\_\_\_\_\_\_\_\_\_\_\_\_.
2. **Meeting overview.** Outline the agenda of your meeting. Who will speak? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
3. **Issue #1 Overview, Story, Dialogue.**

* Where is the member on the Champion Scale? \_\_\_\_\_\_\_\_*( -1 = opponent, 0 = neutral, 1 = supporter, 2 = advocate, 3 = leader, 4 = champion)*
* Who will explain the issue? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.Key points: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* Who will tell a personal story to illustrate the issue? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* Who will make the specific request? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* What response do you expect and how will you respond? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Who will speak? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

1. **Issue #2 Overview, Story, Dialogue.**

* Where is the member on the Champion Scale? \_\_\_\_\_\_\_\_*( -1 = opponent, 0 = neutral, 1 = supporter, 2 = advocate, 3 = leader, 4 = champion)*
* Who will explain the issue? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.Key points: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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1. **Thank them for their time and ask for a picture.**

**Follow up**

Who will send thank you? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.Who will follow up on requests? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

By what date will you complete your follow-up? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

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| Follow up: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Photo taker: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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1. **Issue #2 Overview, Story, Dialogue.**

* Where is the member on the Champion Scale? \_\_\_\_\_\_\_\_*( -1 = opponent, 0 = neutral, 1 = supporter, 2 = advocate, 3 = leader, 4 = champion)*
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By what date will you complete your follow-up? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.