

Lobby Meeting Planning

Rep./Sen.: _____ Date of meeting: _____ Building/Room: _____

Group/Free Agent City: _____ Focus Area: U.S. Poverty Global Poverty

Is this a Face-to-Face meeting with the Rep. or Senator? (circle) Yes No

Who will take notes in the meeting? _____. Potential meeting roles: *Meeting leader/facilitator, Storyteller, Issue/Request maker(s), Note-taker, Supporting roles*

MEETING AGENDA

1. **Introductions and Thank You.** What are you thanking your member of Congress for?

Who speaks? _____

2. **Meeting overview.** Outline the agenda of your meeting to those present. Who speaks? _____

ISSUE #1: _____

3. **Issue Overview and Story.** What personal story will you tell and/or what video will you use to open the meeting?

Who speaks? _____

4. **What are your policy requests?** On this issue, where is your member of Congress on the Champion Scale? _____
(Champion Scale: -1 = opponent, 0 = neutral, 1 = supporter, 2 = advocate, 3 = leader, 4 = champion)

Who speaks? _____

5. **Responses and Answers.** What do you expect their response to be to your requests and how will you answer them?

Who speaks? _____

ISSUE #2 (if relevant): _____

6. **Issue Overview and Story.** What personal story will you tell and/or what video will you use to open the meeting?

Who speaks? _____

7. **What are your policy requests?** On this issue, where is your member of Congress on the Champion Scale? _____
(Champion Scale: -1 = opponent, 0 = neutral, 1 = supporter, 2 = advocate, 3 = leader, 4 = champion)

Who speaks? _____

8. **Responses and Answers.** What do you expect their response to be to your requests and how will you answer them?

Who speaks? _____

9. **Thank them for their time and ask for a picture.**

FOLLOW UP

Who will send thank you? _____

Who will follow up on request #1? _____

Who will follow up on request #2? _____

By what date will you complete your follow-up? _____

Lobby Meeting Report

Instructions: The best way to report your meeting is to do it online here: <http://tinyurl.com/RESLRF>. Otherwise fill out this form and send to jlinn@results.org (U.S. Poverty) or kpatterson@results.org (Global Poverty). **Please fill out this or the online form separately for each meeting you have.**

Date of your lobby meeting: _____ Face-to-face? _____

Name of Senator/Representative _____

Name(s) of aides in attendance: _____

Name(s) of all RESULTS activists in attendance: _____

What issues did you cover and what was the response to your request?

Based on this meeting, where do you think the member of Congress is on the Champion Scale?

Issue 1: _____ Issue 2: _____

(Champion Scale: -1 = opponent, 0 = neutral, 1 = supporter, 2 = advocate, 3 = leader, 4 = champion)

What challenges did you encounter in your meeting?

What opportunities will you follow up on?

Is there anything else you want to note from your meeting? Other issues discussed? Other opportunities?

Form Submitted by: _____ Person responsible for follow-up: _____

Your Phone and E-mail: _____