**MEETING PREPARATION AND DETAILS**

Rep./Sen.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of meeting:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Group & City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Focus Area: U.S. Poverty or Global Poverty Face-to-Face: Y 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 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* Who will tell a personal story to illustrate the issue? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* Who will make the specific request? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* What response do you expect and how will respond? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Who will speak? \_\_\_\_\_\_\_\_\_\_\_.

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? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.