**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? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Meeting overview.** Outline the agenda of your meeting to those present. Who speaks? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ISSUE #1**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Who speaks? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **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? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **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): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Who speaks? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **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? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Who speaks? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **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](mailto:jlinn@results.org) (U.S. Poverty) or [lmarchal@results.org](mailto:lmarchal@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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_