

Policymaker Meeting Outline

The following is a suggested outline to help organize meetings with your policymakers.

1. **Introductions** (5 minutes)
 - Participants should introduce themselves and briefly discuss their involvement with their organization.
2. **Overview of issues** (3 minutes)
 - Introduce the purpose for your visit.
 - Personal stories of why you care about the issue are key.
3. **Legislative asks** (10-12 minutes)
 - Outline why the time to act is now.
 - Give concrete evidence for your ask.
 - Clearly state your ask.
4. **Review of asks** (1 minute)
 - Please support our legislative requests.
5. **Thanks and closing** (< 1 minute)
 - Give any leave-behind documents/folder.
 - Ask for a photo.
 - Invite policymaker and/or staff to visit your site if appropriate.