ADVOCATE MEETING CHECKLIST

I. Before Your Meeting with a Legislator or Staff
Prepare for your meeting.

☐ Read issue briefs (2-4 weeks before)
☐ Identify and practice your story with family, friends, or a colleague (2-3 weeks before)
☐ Learn your legislator’s position on issues by reviewing their website (1-2 days before)
☐ Review recent news or social media activity about the legislator (1-2 days before)

II. During Your Meeting with a Legislator or Staff
Remember you only have 10-30 minutes to meet with each legislator. Be polite, professional, and focused on thee priorities.

☐ Explain the impact of the policy issue through a personal story
☐ State the specific policy ask and wait patiently for a concrete response
☐ Write down any questions or policy positions stated by the legislator or staff
☐ Leave the folder of information provided by ASHA

III. After Your Meeting with a Legislator or Staff
Stay active after your meeting.

☐ Submit a meeting report to ASHA (same day)
☐ Share your experience on relevant social media sites; use #ASHAHillDay2019 (same day)
☐ Send a personal email thanking the legislator and staff for the meeting (1-5 days after)
☐ Schedule a follow-up meeting in the district (4-6 weeks after)