

Congressional Meeting Check List

- Prepare effectively for your meeting
- Meetings are typically 10 – 30 minutes.
- Be polite professional and limit the discussion to the reason provided for the meeting request.
- Follow up after the meeting with a thank you and additional information or data if requested.

1. Before meeting with a legislator or staff member

- ☐ Carefully review any background materials, fact sheets, and talking points.
- ☐ Arrange a 15-30 minute planning meeting with SHEA staff
- ☐ Practice your talking points and personal story with family, friends, colleagues, or SHEA staff.
- ☐ Learn your elected officials' profile, committee assignments, voting record and any previous statements related to the policy issue you are speaking about.
- ☐ Review recent news or social media activity about your elected officials.

2. During the meeting with a legislator or staff member

- ☐ 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 member.
- ☐ Leave behind or email any printed materials like journal articles, agency fact sheets and SHEA one-pagers.

3. After meeting with a legislator or staff

- ☐ Provide feedback to SHEA staff on the conduct and result of the meeting.
- ☐ Write a personal email thanking the legislator and staff member for the meeting.
- ☐ If needed, schedule a follow up meeting with staff members or district office staff.

Questions should be sent to grassroots@shea-online.org.