**LEGISLATIVE ADVOCACY MEETING PLANNER**

**General Information:**

Your Institution:

Legislator’s Name: Staff Person(s):

Meeting Date: Meeting Time: Location:

**Roles for Group Members:**

Facilitator: Note Taker:

Personal Story: Specific Issue Points:

(May be more than one person)  
  
The Ask:

Follow-Up: Thanker:

**Before meeting:**

In one sentence, what is the goal of your meeting?

What is the legislator’s stance on the issue you will be discussing?

What points will your group be raising?

**After meeting:**

What sort of follow-up is needed?