

## MEETING PREPARATION AND DETAILS

Rep./Sen.: \_\_\_\_\_ Date of meeting: \_\_\_\_\_ Location: \_\_\_\_\_

Group & City: \_\_\_\_\_ Focus Area: U.S. Poverty Global Poverty Face-to-Face: Y N

### Key Meeting Roles:

Meeting leader/facilitator \_\_\_\_\_

Storyteller: \_\_\_\_\_

Issue/Request maker(s): \_\_\_\_\_

Note-taker: \_\_\_\_\_

Follow up: \_\_\_\_\_

Photo taker: \_\_\_\_\_

## MEETING AGENDA

1. **Introductions and Thank You.** What will you thank the member of Congress for? Who will speak? \_\_\_\_\_.

2. **Meeting overview.** Outline the agenda of your meeting. Who will speak? \_\_\_\_\_.

### 3. Issue #1 Overview, Story, Dialogue.

- Where is the member on the Champion Scale? \_\_\_\_\_ ( -1 = opponent, 0 = neutral, 1 = supporter, 2 = advocate, 3 = leader, 4 = champion)
- Who will explain the issue? \_\_\_\_\_. Key points: \_\_\_\_\_.
- Who will tell a personal story to illustrate the issue? \_\_\_\_\_.
- Who will make the specific request? \_\_\_\_\_.
- What response do you expect and how will respond? \_\_\_\_\_. Who will speak? \_\_\_\_\_.

### 4. Issue #2 Overview, Story, Dialogue.

- Where is the member on the Champion Scale? \_\_\_\_\_ ( -1 = opponent, 0 = neutral, 1 = supporter, 2 = advocate, 3 = leader, 4 = champion)
- Who will explain the issue? \_\_\_\_\_. Key points: \_\_\_\_\_.
- Who will tell a personal story to illustrate the issue? \_\_\_\_\_.
- Who will make the specific request? \_\_\_\_\_.
- What response do you expect and how will respond? \_\_\_\_\_. Who will speak? \_\_\_\_\_.

5. **Thank them for their time and ask to take a photo.**

## FOLLOW UP

Who will send thank you? \_\_\_\_\_ Who will follow up on requests? \_\_\_\_\_.

By what date will you complete your follow-up? \_\_\_\_\_.