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PIA FEDERAL LEGISLATIVE SUMMIT
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Prepare for Your Meetings

Logistics:

What are the room numbers for your meetings? What building is each meeting in?

Do you have the phone number for the offices in case you're running late (always call if you're running late!)?

If you're in a large group, how are you dividing your meetings up? Make these choices based on areas of expertise and familiarity with issues relevant to each office. If possible, for House meetings, ensure you're attending a meeting where you are a constituent.

Know your audience:

What committees does the member sit on? This can dictate what issues you discuss.

Check whether they're a cosponsor of legislation in our issues of focus. If so, note that, and prepare to thank them. If not, ask them to cosponsor a relevant piece of legislation.

Have you looked over their bio? Are there connections you may have with them? Short bios are available in the Congressional guides that were distributed with your materials.

Plan how each meeting will go:

There is no need to create a script, but discuss how you want your meeting to go. Think beforehand about how to go about talking about the issues you're choosing.

Pick no more than two of the four issues of focus. Become familiar with the issues so that you don't need to read directly from the talking point cards.

Choose someone to lead the meeting. This person will begin the introduction process and generally steer the conversation, but not to the exclusion of the others in the meetings. If possible for House meetings, the leader should be from the district.

Discuss how you want to use the leave-behinds.

Can you think of a relevant anecdote that may help your cause? More importantly, can you think of any statistics that will help your cause?

If you'd like, practice for your meeting together, and at least think about how you want to use the talking point cards (do not read these verbatim). These are meant to be a reference to remind you of specific bill numbers, sponsors, etc.