FREE ADVOCACY RESOURCE

Advocacy Meeting Preparation Checklist

Use before and after a meeting with elected officials, staff, agency personnel, or community partners. Bring concise information and leave room to listen.

Before the meeting

Check each item as you prepare.

☐ Confirm date, location or video link, and attendees

☐ Research each attendee’s role and authority

☐ Prepare a 30-second issue summary and one clear request

☐ Bring a one-page fact sheet and reliable source links

☐ Choose who will speak and who will take notes

Your meeting plan

Decide what success would look like, and prepare questions.

Meeting with / date:

Our main request:

Two questions we need answered:

During the meeting

Listen carefully; distinguish a firm commitment from a suggestion.

☐ Introduce participants and explain your purpose

☐ Ask your prepared questions and listen

☐ Clarify next steps, responsible person, and expected timing

After the meeting

Follow through promptly.

Commitments / action items:

Thank-you email date / follow-up date:

MAKE IT AN ISSUE! Advocacy Tip
A productive meeting is not measured only by agreement. A useful contact, clearer understanding, or specific next step can be real progress.