



SAMPLE MEETING AGENDA WORKSHEET

Meeting with _____

1) Purpose of the meeting

2) Introductions (BRIEF)

3) Thank you

4) Tell stories of success

5) Describe how this policy issue will impact the district's students and the community

6) Make the ask

7) Response and Questions

Think about what questions you expect the legislator to have based on past support or opposition of specific issues or past contact with him or her.

Think about how you will respond to questions the legislator or staff might have.

8) Closing

Thank you for ...

Summarize any commitments made by the legislator or staff.

Repeat any questions you need to answer in follow up (that you could not answer in the meeting) and any additional information you need to provide.
