



## PLANNING FOR YOUR MEETING

### Who will attend?

A group of 4-6 people is often ideal.

### Meeting Date, Time and Location

Among yourselves, come up with several proposed dates and times that work for the group.

### Request the Meeting

Call to request the meeting and tell them you are constituents. Offer that your group has already designated some potential times that work for them, and you would like to know if any of those times work for the elected official.

- Find the Montana legislative directory [HERE](#).
- Find the Montana Congressional Delegation contact information [HERE](#).

### Confirm the Meeting

- Once the meeting time is set, re-confirm with everyone in your group.
- Call the elected officials office a day or two in advance to confirm.

## PREPARING FOR YOUR MEETING

**Who are you meeting with? List the legislators by full name and title.**

**What is the issue you will be discussing in the meeting?**

**What do you know about the legislator's interests/concerns regarding the issue you will be discussing?**

**What is the purpose of the meeting (e.g. ask legislator to sponsor Senate Bill 111)?**

**What is the main message you want to convey?**

DURING YOUR MEETING			
Agenda	Time	Point Person	Notes
Introduce each attendee.	2 min		Keep this short and sweet.
Confirm the legislator's time availability and purpose of visit.	1 min		
Issue: State the main problem and your proposed solution succinctly. Rely on your main message.	5 min		Focus specifically on the solution/action.
Explore Concerns: What are the legislator's main concerns with this issue? What questions does he/she have?	5 min		Take careful notes so that you can follow up with answers to her/his questions afterwards.
The Ask: Will you sponsor SB 111?	1 min		DO NOT SKIP THIS STEP! Wait for an answer.
Support/Opposition	2 min		
Recap meeting and confirm actions. <ul style="list-style-type: none"> <li>If they made commitments, reiterate those now. Be sure to note any follow-up items you'll need to perform.</li> <li>Leave them with contact info.</li> </ul>	2 min		Take careful notes for follow-up.
Thank you	1 min		Appreciate the legislator for her/his time & service.