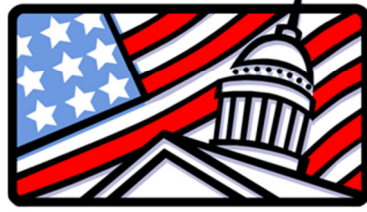


# Advocacy Day



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## LEGISLATIVE APPOINTMENT PREPARATION GUIDE

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### *Before your appointments:*

- ✓ Pick-up your legislative folders and appointment schedule at registration.
- ✓ Meet as a group in the Mackinac Room or hallway to review appointments and talking points.
- ✓ Assign a group leader to deliver key messages. Use your *Legislative "Ask" Card*, which has been provided in each attendee folder.
- ✓ Decide on a recorder to complete the Meeting Follow-Up form. If you meet with a staff member, please be sure to include their contact information. **It is important that we receive completed Meeting Follow-up forms for each meeting that takes place.**

### *During your appointments:*

- ✓ Enter office at assigned time.
- ✓ Make sure all attendees introduce themselves. Be sure constituents indicate that they are constituents.
- ✓ Designated leaders will deliver key messages. Be sure to allow everyone an opportunity to speak if they wish to do so.
- ✓ Provide the Legislator or staff member with the folder of information. Feel free to point out key fact sheets within the folder as you converse.
- ✓ Make your meeting as conversational as possible—share stories!
- ✓ Thank the Representative, Senator or staff member for taking the time to meet with you.

### *After your appointments:*

- ✓ Immediately after leaving, meet briefly in the hall to debrief and to have the recorder summarize responses on the follow-up form.
- ✓ Upon your return to the Mackinac Room, elaborate on your responses if necessary.
- ✓ Be sure to turn in all follow-up forms at the registration area.

*Thank you for your continuous effort!*

