



Preparing for a Meeting

Once the meeting is scheduled, it is absolutely critical that you spend time preparing. Many people often feel that they can be effective by just “winging it,” but this is a mistake. This checklist will help you ensure important tasks are completed prior to your congressional meeting.

Before the meeting:

- Do you have an “Ask”?
- Can you deliver your message in a few minutes if your meeting is cut short?
- Do you have examples of how your “ask” is related to the member of Congress and his or her district?
- Have you thought of relevant questions you may be asked and prepared a concise answer?
- Do you know who will be attending the meeting from your organization?
- Do you know with whom you will be meeting in the congressional office?
- Do you know how to get to the meeting? Have you allotted enough time to pass through building security and find the office?
- Do you have concise materials to leave behind?