



ADVOCACY CHECKLIST

- Make your appointments with the **RIGHT** Legislators. Time is valuable.
- Create a schedule for your day and map it out. Leave extra time for the elevators.
- Show up on time, and be mindful of the time you have been given.
- You are creating a relationship. Do not jump right into business. Make a connection.
- Introduce your team. (Bring someone that has benefitted from your service)
- Have one point person, but allow everyone on your team the opportunity to speak.
- Know your mission. Anticipate and be prepared for questions. **ASK QUESTIONS.**
- Time your presentation ahead of time, so that you can cover the highlights.
- Have someone take notes for reference and follow up.
- Show up for a committee meeting that pertains to your advocacy.
- Leave a piece of collateral behind for reference.
- Take a photo for social media, future collateral, and to remember faces.
- Debrief with your group.
- Follow up with a thank you note, and perhaps include a snapshot of your group photo.

Notes :