**SAMPLE Meeting Agenda Worksheet for Meetings With Lawmakers and Staff**

**Logistics:**

* Meeting Date, Time, and Location:
* Lawmaker:
* Lawmaker Staff Contact:
* Accessibility Needs for Meeting:
* We’ve Shared Accessibility Needs With Lawmaker Staff: Yes/No

**Roles:**

|  |  |
| --- | --- |
| **Person** | **Job** |
|  | Arranging Meeting Logistics With Lawmaker and Staff |
|  | Facilitating: Keeping Meeting on Subject and on Time |
|  | Introducing the People in the Group |
|  | Introducing the Organization |
|  | Presenting the Policy Issue and Talking Points. Be prepared to answer these questions:   * What is the bill number? * Who is leading the bill? Is it bipartisan? * Is there both a House and Senate version of the bill? * What is the status of the bill? Is the bill introduced yet? * How would this help our state/district? * How much does it cost? |
|  | Sharing Stories (2-3 minutes each) |
|  | Making the Final Ask |

**Plan Your Key Points:**

You should create talking points and asks and customize a Medicaid leave behind fact sheet for your lawmaker!

Top 3 Talking Points:

* What’s your ask?
* What are you leaving behind?
* What’s your 2-minute elevator speech?  
  *If a delay occurs or a meeting gets cut short, make sure someone is able to deliver a short, 2-minute speech that includes your talking points and big ask so that your message is delivered clearly.*

**Plan Your Agenda (30 minutes):**

We’ve shared a 30-minute sample agenda below. Please feel free to customize!

|  |  |  |
| --- | --- | --- |
| **Agenda Item** | **Purpose** | **Time to Spend** |
| Thank You | Thank lawmaker or staff for meeting with group. | 1 minute |
| Introductions | Introduce group. Share names, organizations represented, and where people live and work. | 3-4 minutes |
| About Your Organization | Share about your organization and what you do in the community. | 2-3 minutes |
| Share Leave-Behinds and Other Materials | Hand materials to lawmaker and staff. Make sure materials include contact information. | 1 minute |
| Introduce Policy Issue to Discuss | Share your key talking points, including facts and figures around the policy issue. Emphasize needs on this issue. | 3-5 minutes |
| Share Stories to Humanize Issue | Have storytellers share lived experiences on the policy issue. Keep stories pointed and on the subject. | 5-10 minutes |
| Make a Clear Ask | Specifically share what you want your lawmaker to do. | 2 minutes |
| Thank You Again | Thank lawmaker or staff again. Share how you will follow up to answer questions or communicate in the future. Grab a photo if possible! | 2-3 minutes |

**Wrap-Up:**

* What do you need to follow up on?
* Thanking the lawmaker and staff again!