



District Meeting Checklist

Check off and fill out this form as you go through District Table Time. This checklist should be used in tandem with the District Table Hints and Legislative Meeting Conversation Guide that everyone received.

- Welcome, thank, and facilitate introductions
- Pass around constituent lists (enclosed). Encourage your district group members to provide their name and address on this list. You will later give these lists to the legislators you visit, plus return one to JRLC.
- Organize legislative appointments. Identify people to provide opening statements on the information at the legislator meetings.

1. Time _____

Legislator _____

▪ Issues:

▪ Presenters:

2. Time _____

Legislator _____

▪ Issues:

▪ Presenters:

3. Time _____

Legislator _____

▪ Issues:

▪ Presenters:

- Identify if anyone personally knows the legislators you are meeting with, and ask them to brief the group on their personality, style, and receptivity to JRLC issues

- If you anticipate the legislator(s) to be oppositional, discuss potential responses to their objections and have group members write them down. If you anticipate him/her to be in agreement, prepare a statement of thanks or further question of what you can do as constituents to help the legislator prioritize their position.
- After the meetings, lead a debriefing with your group on how the meetings went, and record your thoughts on the Legislative Meeting Debriefing sheet.

THANK YOU!