



Advocacy Meeting Planner

General information:

Your institution/group:

Elected Official's name and title:

Staff person's name and title:

Meeting Date:

Meeting Time:

ROLES FOR GROUP MEMEBERS:

Facilitator:	Note taker:
Personal Story:	Specific Issue Points:
The Ask: Follow up	Thanker:

BEFORE THE MEETING:

In one sentence, what is the goal of your meeting?

What is the elected official's stance on the issue you will be discussing?

What points will your group be raising

MEETING AGENDA:

AFTER MEETING:

What sort of follow-up is needed?

Send your notes and follow up actions to pniemeyer@jesuits.org