



## **Elected Official Meeting Planning Sheet**

(Please respond to the questions below together with your group, before your meetings, and use the completed sheet as a guide during your meetings)

### **Questions to answer**

1. What topic do you plan to discuss? (Keep a narrow topic focus. Avoid having a large laundry list of items.)
  
2. What are your specific “asks” (requests you will make)?
  
3. What are your top three talking points? (To the best of you ability, ensure that these points will actually appeal to your Legislator.)
  
4. Important: Who is participating in the meeting? What are their roles?