



Tips for Meeting with Your Elected Representative

Before the meeting:

- Plan your meeting and decide who in the government you should meet.
- Have a clear idea of the purpose of the meeting and what you hope to achieve.
- Do a little research about who you're meeting. Read recent articles about them in your local paper and check out their web site. Information such as what issues they are working on, or personal information such as what faith they practice or where they went to college, can help you develop your strategy.
- Decide who else from the community should go with you to the meeting.
- Decide what information to convey and what arguments will be most persuasive. Then, decide which person attending the meeting will deliver which message.
- Consider taking written materials with you to the meeting, such as newspaper articles that explain your issue, petitions that demonstrate broad based support or letters that give more detail than you can provide in a brief meeting.
- Request a meeting, in writing if necessary, and schedule a mutually convenient time.

During the meeting:

- Arrive on time. Dress appropriately.
- After introductions, present your issue with a brief and clear message.
- Have a conversation. Do not lecture. Don't be repetitive. And, listen carefully.
- Stay confident. Stay focused. Stay professional. And, stay positive.
- Explicitly request what action you want the official to take.
- Ask if they have any questions. Thank the official or staff person for his or her time.

After the meeting:

- Follow-up and provide any additional information requested at the meeting.
- Write a thank you letter that summarizes the conversation and restates all commitments.
- Let the Women's Edge Coalition know about your meeting and the outcome so we can follow-up as well! (you can e-mail information to us at edge@womensedge.org)