

To help have a successful advocacy day, use the below template to assign tasks to your chapter members and meet your deadlines. Your chapter can alter the timeline based on your individual needs and objectives.

Chapter Name: _____ Planned Advocacy Date: _____

3+ Months Before Advocacy Day		
Task Name	Lead	Date Complete
Form a planning committee		
Fill out your advocacy action plan		
Develop your SMART goals		
Submit your Advocacy Day Request Form		
2 Months Before Advocacy Day		
Task Name	Lead	Date Complete
Begin recruiting members		
Determine what materials you need developed		
Begin hosting planning meetings		
1 Month Before Advocacy Day		
Task Name	Lead	Date Complete
Finalize all-day of logistics with your Chapter Liaison		
Host at least one planning meeting		
1 Week Before Advocacy Day		
Task Name	Lead	Date Complete
Send reminders to participants about the event details		
Host a final check-in with participants		
Divide attendees into groups for Advocacy Day		
Share the schedule with attendees to familiarize themselves with the members		
Assign a notetaker for each group		
After Advocacy Day		
Task Name	Lead	Date Complete
Collect feedback from attendees		
Hold a debrief with attendees		
Send a thank you note to legislators		