

Meeting with state legislators is a valuable opportunity to advocate for our industry's priorities and influence policy decisions, leading to beneficial results for the industry, your company, and ATSSA. To ensure a productive and impactful meeting, it's essential to be well prepared and organized. Below is a checklist to help make the most of your time with the legislators you are meeting with.

Chapter Name: _____ Planned Advocacy Date: _____

Research the Legislator

- ☐ I understand the voting history and stance on relevant issues of the legislators I'm meeting with.
- ☐ I know their committee assignments and recent public statements.

Know Your Talking Points

- ☐ I have reviewed the prepared ATSSA talking points and am comfortable speaking on the issues important to my chapter.

Have a Leave Behind or Information

- ☐ I have the ATSSA-provided one-pager and/or any other provided materials with me.
- ☐ I have reviewed the materials and can confidently speak to the information on the page.

Bring Business Cards

- ☐ I have enough business cards with me to provide to the members and staff attending all meetings, and they are up to date with my current contact information.

Assigning a Note Taker

- ☐ If attending with others, our group has designated someone to take detailed notes.

Dress Professionally

- ☐ I am wearing business attire or Chapter branded clothes.

Be Punctual

- ☐ I know to arrive at least 10-15 minutes early to account for security checks and other factors.

Follow Up

- ☐ Depending on my chapter's decision, I am prepared to send a thank-you email summarizing the meeting, reiterating key points and providing any additional information or materials the members requested. (See the State Advocacy Toolkit for "Tips for a Successful Follow-Up.")