**Meeting Agenda Worksheet**

**Pre-meeting Logistics:**

* Date, time, and location of meeting:
* Legislator:
* Staff contact:
* Meeting facilitator:
* Person introducing the group:
* Person(s) sharing background of your organization:
* Person(s) in charge of discussing talking points:
* Person making the final ask:

**Meeting Logistics:**

Talking Points:

* [insert talking points here]
* [insert talking points here]
* [insert talking points here]

The Ask:

* [insert your ask here]

Wrap-Up:

* What information do you need to follow up on?
* What materials are you leaving behind?
* Remember to thank the Member and/or staff.