

Virtual Lobbying Prep Meeting Agenda

PURPOSE: To get you and your attendees ready for your upcoming lobby meeting!

OUTCOMES:

1. Review the sample meeting agenda and pro tips.
2. Develop personal stories to present during the meeting.
3. Assign out roles and speaking parts.
4. Practice and roleplay!

Before the meeting:

1. Add your prep meeting on our [events page](#) so we know when it's happening.
 - a. Select "make event private" so only your attendees can join.
2. Share the [Virtual Lobby Agenda & Sample Script](#) so they can reference it before.
3. Write out your speaking parts in the agenda, and **practice!** The more confidence you have, the more they will have too.

Meeting Agenda (75 - 90 min)

- **Introductions (10 min)**

Hi all! Thanks for doing this with me. As you all know we have a lobby meeting with XX Congress member's staff on XX date. I wanted to use this time so we could practice, prep, and assign out roles. Let's just start here with names, pronouns, and one thing you're excited about for the lobby meeting and one thing you're nervous about.

(Allow everyone to share)

Thanks for sharing! It's totally normal to feel both excited and nervous. The good news is that it is literally the job of who we'll meet with to listen to constituents - and through this meeting our goal is to prepare so we are as confident & ready as we can be to have a successful and persuasive meeting.

- **Review Lobbying Pro Tips (5 min)**

- *[Go over the tips on page 1](#) of the sample script. You could read these/ review them yourself or better yet ask people to take turns reading aloud.*

- **Review sample agenda and script (5 min)**

- *[Hit the highlights in the agenda / script](#) (page 2 - 4). Don't read through the whole script, just summarize what each section is about.*

- **Personal stories: (10 min)**

- So as you all see, there is a big chunk of the agenda where we talk about why we're here. Sharing personal stories or anecdotes is one of the best ways to swing our decision makers.
- Good personal stories or anecdotes are specific and personal. They tap into emotions and clearly show the concrete impacts of fossil fuels and climate change. For this purpose, they also need to be really short - under 2 minutes. Here's my own example:
 - *Share your quick story (2 min or less) here*
- Reflection: (5 min)
 - Let's all take 5 min to reflect and write down your story of what you'd like to share in this section. We'll share these in a minute when we do the roleplay.

- **Assigning roles (optional - 5 min)**

- *Assign out roles throughout the script if/ as needed. Most people will just share in the "personal stories" section, but you may want to assign out other parts. We recommend having 1-2 lead volunteers who take the main talking points (too many can have the main message feel disjointed) and then everyone else share in the personal story section.*

- **Practice & roleplay (25 min)**

- Ok - So now we're going to practice! This is ok to be totally rough - but this will help us run through it, get a little more comfortable with what we're going to say and also time it so we can cut or adjust if we need.
 - *Ask for a volunteer (not a lead volunteer) to play the member of Congress's staffer - they can just make up answers, just someone to play this role can be helpful in practicing.*
 - *Assign a timekeeper who will use a stopwatch to time the roleplay overall AND have a separate one to time each person's personal anecdote and let them know when 2 min is up.*
- *Practice roleplaying your meeting from start to finish. Give people a lot of grace and don't worry about anything being perfect. A rough run will make a huge difference in holding a tight, effective meeting when it's the real deal.*

- **Debrief & reflection (10-15 min)**

- Thank you all so much for doing that! Reflection questions:
 - How did we do on time? (overall and in the personal anecdotes) Was it hard to stick to 2 min in your share? Is there anything we need to cut or shorten to stay within time?

- What went well? What things did you notice that made a personal anecdote strong?
 - What was challenging? What did you notice we could improve?
- **Next steps** (5 min)
 - Let's all PRACTICE our parts and time ourselves once more before the meeting.
 - We will see each other next when we talk with XXX's office on DATE at TIME. Let's plan to get on the virtual meeting 2-3 minutes early so we all are sure to start promptly.
 - Thank you so much for joining in this important opportunity to make our voices heard for climate justice -- and can't wait to see you there!