

# Advocacy Visit Agenda

Outline	Duration (minutes)	Suggested Roles	Purpose, Tips, & Tasks
Before meeting			
<b>Identify script &amp; supporting materials</b>		Everyone	Review who you're meeting with and which supporting materials you should use.
<b>Assign roles</b>		Everyone	Assign roles for during the meeting and after the meeting.
During meeting			
<b>Introductions &amp; Cards</b>	2	Everyone	Provide your name, where you live, your affiliated organization, your role (resident, Executive Director, staff member). Get a business card or e-mail of all elected official staff attendees.
<b>Acknowledgements</b>	1	Staff or board member	Thank elected official office for their leadership or role on committee/subcommittee. If you have time, look up a related "pet project," legislation, or a position specific to the elected official that you can thank them for.
<b>Educate on housing model</b>	5	Staff or board member	Communicate what community land trusts and "permanently affordable homeownership" (PAH) are, how PAH programs works and prudently uses public funds, and their outcomes. Use the <i>Advocacy Handout</i> as talking points.
<b>Resident Story</b>	3	Resident	Communicate subjectively (i.e. appeal to the heart) by sharing a story of that is inspiring and leads into the issue.
<b>Explain the issue</b>	5	Staff (board member if staff absent)	Explain the problem to lead up to our request. Use the <i>Advocacy Handout</i> as talking points.
<b>Ask for action</b>	3	Staff (board member if staff absent)	Communicate the specific ask(s) and cordially express that we'll follow-up (get contact information). Use the <i>Advocacy Handout</i> as talking points.
<b>Ask what we can do</b>	1	Board member	Ask what we can do for them. Do they need additional information? Is there an issue they face that we could support?
After Meeting			
<b>Gather business cards &amp; complete sheet</b>		Assigned person	Fill-in <i>Elected Official Visit Form</i> , gather business cards.