

# Lobbying Toolkit

## Meetings



**Booklet**

**5**

## Face to Face Meetings



One great way to lobby is to have a meeting with the people who make decisions and change things. People you might want to meet with include:

- Local Politicians
- State Government Departments
- Local Community Groups

### Step 1

Decide who is the best person to contact for your issue (See Booklet 3)

**Check**

### Step 2

Decide where to have the meeting. In the person's office, at your group's meeting place, at a coffee shop etc.

**Check**





## Step 3

Write a letter to the person asking for a meeting. Check out the sample letter we have written for you and see the hot tips below.

**Check**



## HOT TIPS



- Always include your group's name, address and phone number so the person knows where to send a reply
- Use your own words in the letter
- Keep the letter short – no more than one page
- Be clear about what you want to talk about in the meeting
- Include where you would like to meet
- Ask the person to let you know a day and time that would suit them to meet you and include some days and times that could suit you
- Ask for a reply

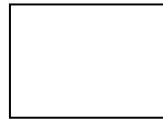
## Step 4



Before you go to the meeting make sure that you:

- Make a list of questions and the things you want to say
- Decide who will do the talking and practice saying it
- Know the time and place of the meeting and make sure you get there early
- If you are going to meet at the persons office make sure you know how to get there

**Check**



## HOT TIP

Before you go to the meeting why not practice what you are going to say with a role play? You can have someone act out the role of the person you will be meeting.





## Step 5

At the meeting:

- Keep it short - tell him/her about your group and also the issues you care about
- Take someone with you to take notes during the meeting
- Let the person know what actions you want them to take
- Ask the person to tell you what they can do to help and when they plan to do it
- Leave behind some written information about your group and the issue

**Check**

## Step 6

After the meeting:

- Write a Thank You note. In the note you can remind the person about the things they said they would do for you.
- If you have not heard anything back in a month, ring or write to ask politely what is happening about your issue.

**Check**

