



Steps for Hill Meetings

- 1. Introduce yourselves:** Starting with the group leader, introduce yourselves and exchange contact information. Explain who you are and relevant faith and professional affiliations.
- 2. Thank you:** Thank the office for making time to meet with you and for a position the Member has taken that you support. **(Constituent)**
- 3. Introduce why you are there and the ask. (Group Leader)**
- 4. Tell your stories:** Explain why you care about this issue. **(Group Members)**
- 5. Make the ask. (Constituent)**
- 6. Listen and respond to Member/staffer's questions.**
- 7. Give the Member/staffer a copy of the Leave Behinds. Repeat the ask. (Group Member)**
- 8. Thank the Member/staffer.** Make sure you have the card of the staffer you met with. **(Group Leader)**
- 9. Send Thank You (Constituent)**
- 10. Send report to CMEP**