

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
- Department of Human Services
- Local Community Groups

Step 1

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

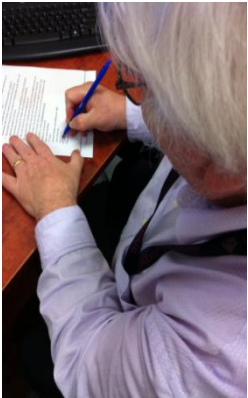
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Step 2

Decide where to have the meeting. In the persons office, at your meeting place, at a coffee shop etc.

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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.

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HOT TIPS



- Always include your groups 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.
- Pick who will do the talking and practise 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

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HOT TIP

Before you go to the meeting why not practise what you are going to say with a role play. You can have someone act out the role of the person you are 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 will be doing it.
- Leave behind some written information about your group and the issue

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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

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