



Initial Group Lobby Meeting Outline

1. Thank the Elected Official/Staffer for meeting with you.
2. Introduce yourselves (briefly).
3. Confirm how much time you have for the meeting.
4. Offer acknowledgement, appreciation, respect and gratitude for the elected official's specific work. This can include the work the government has done on the specific issue you are meeting about.
5. Provide a brief overview of KAIROS.
6. Briefly introduce the ask – why you are here.
7. If you have time, ask the official a few questions to further the discussion and gain insight on their position.
8. Discuss the ask. Address questions and concerns.
9. Ask how and when you should follow up with the Official/Staffer.
10. Ask who they work with in their own party and in other political parties.
11. Thank them for their time.

Roles for volunteers in the meeting:

- Someone to lead the introductions
- Time keeper
- Note keeper
- Who will present the ask
- Who will ask questions
- Who will send any follow up material

Remember to send the notes to Shannon Neufeldt at KAIROS: sneufeldt@kairoscanada.org.

Meeting template is courtesy of the Citizens' Climate Lobby