

# CONGRESSIONAL MEETING CHECKLIST

You have sent emails, made phone calls, and coordinated a meeting with your member of Congress or their staff member. Follow this checklist to ensure that your meeting is a success.

- Establish a date and time with local staff members for an in-person meeting.
- Send them briefing materials via email beforehand to allow staff to prepare.
- Invite a short list of clients who would benefit from custom prostheses, advocates, clinicians, etc.
- Print off multiple copies of supporting materials in this "Advocacy Toolkit" to go over during the meeting.
- Establish one person to direct the meeting in an organized fashion.
- If you are hosting the meeting in a store, prepare any cookies, snacks, or coffee for the elected official and guests.
- Fill out a "Congressional Meeting Evaluation Sheet" with notes, follow-up tasks, and other information.
- Share photos of the meeting on social media with #LetHerDecide.
- Follow up with the staff member and office with a thank you email for their time and consideration.
- Call us and tell us how it went at 800.988.4484!



# CONGRESSIONAL MEETING EVALUATION SHEET

Date: \_\_\_\_\_

Your Name: \_\_\_\_\_ Company: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

I am a:  Mastectomy-related Business  User/Survivor  Clinician

Member of Congress: \_\_\_\_\_ State/District: \_\_\_\_\_

Staff Member(s): \_\_\_\_\_

With whom did you meet  Member and Staff  Member Only  Staff Only

Member Agreed to Support Legislation  Yes  No

Member Agreed to Cosponsor Legislation  Yes  No

Member/Staff would like to Evaluate Further  Yes  No

Guests: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Meeting Notes: \_\_\_\_\_

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Requested Information and Follow-Up Materials: \_\_\_\_\_

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**Send this completed form to [essentiallywomen@vgm.com](mailto:essentiallywomen@vgm.com) or fax 855.291.3819.**