

Advocacy Checklist

Prepare for Each Issue to Be Addressed During Your Conversation or in Your Email

Logistics		
Legislator Name	Phone Number	Email Address
Legislative Assistant	Legislative Assist. Email Address	Expected Meeting Attendees
Communication purpose and expected outcome		
Required resources and advance preparation		Bill number, status, sponsor(s), FLC position
<ul style="list-style-type: none"> Information about project delay or program cuts affected by the legislation 		
FLC Talking Points		
Opponent issues and obstacles		Local Impact
		<ol style="list-style-type: none"> Who will be affected? How will they be affected? How many will be affected? How many care they will be affected?
Conversation Notes		
Immediate Follow-Up Communication Required		
Monitor Bill Status		Long-Term Follow-Up

