

MEETING OUTLINE

Meetings are generally 15-20 minutes. On this schedule, if everything is included and takes the maximum allotted time, it will end up being 20 minutes.

SPEAKER	APPROX. TIME	TOPIC
	30 sec. to 1 minute	Initial greetings and thanks to lawmaker/staff. Ask how much time for the meeting. Ask to take a photo at the end.
	1 to 2 minutes	Introduce your organization and individuals in the meeting. Give name, city/state you are from, and conditions you have.
	1 to 2 minutes	Present the problem and the impact it has on your community/state/nation.
	2 to 3 minutes	First personal story
	2 minutes	First Ask
	2 to 3 minutes	Second Personal Story (if time available)
	2 minutes	Second Ask
	2 to 3 minutes	Questions and discussion
	1 to 2 minutes	Wrap up and thank you. Share a follow-up email will be sent.