

Parliamentarian Meeting Planning Worksheet

Overview of the Meeting:

What is the purpose of your meeting? What do you want the MP to do?

Who is the person that you are meeting with? What do they look like? What do they stand for? What do you have in common with them?

What roles will you have in the meeting?

Government Relations Delegate and how do you intend to maintain an ongoing relationship? Do you have copies of previous correspondence with the MP's office on hand?

Policy Delegate and what facts will you use?

Story Teller and what stories will you tell? Will you use photos/videos?

Note taker:

Time keeper:

What are the requests and who will make them?

Introduction of the meeting:

What are we acknowledging and thanking the MP for?

Have you read the MP's first speech and how will you connect the issue you're talking about with their interests?

How will you introduce yourself? What is your story and what motivates you to volunteer with RESULTS?

How will you introduce RESULTS? Are you familiar with RESULTS Laser Talk? What have been some of RESULTS' achievements to date?

Body of the Meeting:

How do you intend to facilitate and lead the discussion? What open-ended questions can you ask to engage and assess where the Minister is on the champion scale:

- 1 = opposed to our issues
 - 0 = neutral or uninformed on our issues
 - 1 = supporter
 - 2 = advocate for our issues
 - 3 = leader on our issues
 - 4 = champion on our issues
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What objections might the MP/Senator have and how will you respond to those objections?

How might you respond to any tricky questions?

Close of the meeting:

How will you thank and validate the MP for their time and agree on the outcomes and next steps – what are the likely next steps?

How will you request permission to stay connected? Do you know the best method in staying connected? How will you ask for permission to upload any photos to social media?

Have you got a timeframe for action? Who will take the responsibility in ending the meeting and sending through any additional information?

Well done on completing this Meeting Preparation worksheet.

Rest assured, this planning will serve you well.

Good Luck!

Parliamentarian Meeting Report

To be completed by the Meeting Leader (with input from all participants)
Please email to info@results.org.au when complete.

Meeting date:	
Name of parliamentarian:	
Meeting participants:	
Meeting Agenda:	
1.	
2.	
3.	
4.	
5.	
Asks of Parliamentarian:	Outcomes of Asks:
Follow up actions for meeting participants. Note who will complete, and by when, if known.	

Notes *Please note any discussion points, questions asked by the parliamentarian, interesting comments, offers of help, opportunities or feedback given.*

Evaluation *Please note your own evaluation of the meeting – how did it go? How do you think you personally performed, and what did you learn? What could have been done differently? What worked really well? Did you use any visual or written resources in the meeting? What would you recommend to others meeting this parliamentarian?*