

**Create Your 1-on-1 Meeting Agenda.** Fill out this table to create an agenda for your 1-on-1 meeting:

Agenda Item	Tips	My Agenda (Create your agenda here)
Introductions	Introduce yourself and others in your group. Let the elected official know if you are a constituent, who your group represents, and any other information to let the elected official know who you are and why you're meeting with them.	
Thanks	Always thank elected officials for meeting with you. If they have voted to support issues that are important to you or related to the meeting, thank them for their past support. You can also congratulate them on any recent victories. This starts the conversation on a positive note and shows that you've done your homework to know who they are.	
Introduce topic	Provide a high-level overview of what you'll be discussing and state your position. For example: We're here to discuss climate change. Our group is very concerned about the impacts it will have on our community, and we oppose climate change.	
Ask questions	Before diving into details, ask if the elected official has heard about the topic and what they think of it. Asking questions is a great opportunity to get the elected official talking. This is a great chance for you to learn more about the elected official.	
Discuss topic	Pick 2 or 3 points that you want to share with the elected official. Remember that your time is limited and elected officials are not subject-matter experts, so it's best to keep it simple. Telling stories about how the topic impacts you or your community makes the issues more personable and relatable. Remember to pause and allow for the elected official to engage in a discussion with you.	
Direct ask	Elected officials will want to know what you want them to do. You can ask them to vote a certain way, provide funding for a project, etc. Whatever the ask, it should be specific and direct.	
Follow-up questions	Elected officials rarely will commit to anything on the spot. If you don't get a firm yes or no, ask what additional information they need to make a decision. Ask if there are any other stakeholders they'd like to hear from.	
Thanks and follow-up plan	Thank them again for taking the time to meet with you and offer to follow up with them or their staff with additional information about the issue. If there is an upcoming event you'd like them to attend, you can also flag the invitation. Then make sure you follow-up via email within a week of the meeting.	

*Create Your Public Testimony.* Fill out this table to create your public testimony:

Speech Outline	Tips	My Testimony (Create your testimony here)
Introduce Yourself	Name any group or organization you represent. Mention where you live.	
State your position	Start your testimony noting if you support or oppose the issue being discussed (or note that you have comments for consideration or concerns you'd like addressed).	
Describe your position	Briefly share a few specific points. These can be specific issues with the project, concerns to be addressed, potential solutions, benefits of projects, and (most importantly) why they matter to you/the community.	
	If applicable, reference written materials you are submitting into the record that support your testimony.	
Direct ask	Restate/summarize the issues you have identified and the action that you wish to see the decisionmakers take. Remember to be specific with your ask.	
Thanks	Thank the audience for the chance to testify and participate in the public process.	

*Create Your Written Testimony.* Fill out this table to create your public testimony:

Letter Outline	Tips	My Testimony (Create your testimony here)
Introduce Yourself	Name any group or organization you represent. Mention where you live.	
Explain why you're writing	Start your letter flagging the specific issue you're writing about and note your support or opposition, concerns you have, etc.	
Describe concerns	Let the elected official know the problem that needs to be resolved or the issues currently going unaddressed. Explain why this matters to you and your community.	
Describe solutions	If you support a proposal, describe how it addresses your concerns. If you oppose a proposal, describe what you would rather see.	
	If applicable, reference written materials you are submitting into the record that support your testimony.	
Direct ask	Restate/summarize the issues you have identified and the action that you wish to see the decisionmakers take. Remember to be specific with your ask.	
Thanks	Thank the decisionmaker for the chance to provide written comments and ask to be updated on future opportunities to provide comments and participate in future events or meetings.	

*Create Your Op-Ed or LTE.* Fill out this table to create your newspaper submission:

Letter Outline	Tips	My Op-Ed/LTE (Create your newspaper submission here)
Introduce the topic	If you can connect the topic to current events or a recent story published in the newspaper, it can help get your Op-Ed or LTE published.	
Describe how it relates	Mention how the issue relates to you and your community. Use a mix of facts and personal anecdotes.	
Describe solutions	Be explicit about the actions that you want to see to address your concerns or current issues. Try to paint a picture of what the future could look like if action does or does not happen.	
Closing	Readers to get all the way through your LTE or Op-Ed will want to be left with a call-to-action. Reiterate your position and what you want others to do when closing your submission.	