

Lobbying Toolkit

Meetings



Booklet

5

Face to Face Meetings



One great way to lobby is to have a meeting with the people who make decisions and change things. People you might want to meet with include:

- Local Politicians
- Department of Human Services
- Local Community Groups

Step 1

Decide who is the best person to contact for your issue (See Booklet 3)

Check



Step 2

Decide where to have the meeting. In the persons office, at your meeting place, at a coffee shop etc.

Check



Step 3

Write a letter to the person asking for a meeting. Check out the sample letter we have written for you and see the hot tips below.

Check



HOT TIPS



- Always include your groups name, address and phone number so the person knows where to send a reply.
- Use your own words in the letter
- Keep the letter short – no more than one page
- Be clear about what you want to talk about in the meeting.
- Include where you would like to meet
- Ask the person to let you know a day and time that would suit them to meet you and include some days and times that could suit you.
- Ask for a reply

Step 4



Before you go to the meeting make sure that you:

- Make a list of questions and the things you want to say.
- Pick who will do the talking and practise saying it.
- Know the time and place of the meeting and make sure you get there early
- If you are going to meet at the persons office make sure you know how to get there

Check



HOT TIP

Before you go to the meeting why not practise what you are going to say with a role play. You can have someone act out the role of the person you are meeting.





Step 5

At the meeting:

- Keep it short - tell him/her about your group and also the issues you care about
- Take someone with you to take notes during the meeting.
- Let the person know what actions you want them to take.
- Ask the person to tell you what they can do to help and when they will be doing it.
- Leave behind some written information about your group and the issue

Check

Step 6

After the meeting:

- Write a thank you note. In the note you can remind the person about the things they said they would do for you.
- If you have not heard anything back in a month ring or write to ask politely what is happening about your issue

Check

