



Plan Your Meeting

1. Decide Where and When to Meet

- If not during the legislative session, meeting at the District Office is preferable. It's closer to home and you're more likely to have your legislator's full attention.
- If during session and about current legislation, you might get an appointment in the district; otherwise, you may need to travel to the State Capitol building.

2. Create a Detailed Plan

- Decide who will attend the meeting: just yourself, a few constituents, or representatives from organizations.
- Consider who else might be present, such as staff members.

3. Schedule an Appointment

- Contact your legislator's office via phone, email, or webmail.
- Identify yourself and explain the meeting's purpose and who will attend.
- If your legislator is unavailable, arrange to meet with their staff.

4. Confirm the Appointment

- Call to confirm to avoid last-minute cancellations and the need for rescheduling.

5. Know Your Issue

- Research relevant information, including recent studies and news.
- Understand the pros and cons of your issue and the current legislation status.
- Know your legislator's voting history and priorities.

6. Be Prepared

- If meeting as a group, meet beforehand to select a spokesperson and supporters.
- Practice your advocacy; have someone act as a "devil's advocate" to ask tough questions.

7. Select a Scribe

- Choose someone to take notes, especially about position statements, questions, and special requests.
- The scribe can also draft follow-up and thank-you notes.



8. Outline Your Concerns

- Identify 2 or 3 key talking points with supporting statements.
 - Keep arguments clear, concise, and focused due to limited time.
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Executing the Meeting

- Introduce yourself and others attending.
- Clearly state why you requested the meeting and what you want the legislator to do.
- Keep your pitch brief and simple; restate the meeting purpose and key concerns with documentation.
- Thank your legislator for their time and explain how the legislation impacts you personally.

Additional Tips:

- Be punctual; know where the meeting is and arrive early.
- Be patient and flexible if the legislator is late or the meeting is interrupted. Continue with staff if needed.
- Keep your pitch focused on the legislator's constituency interests and clearly state the action you want.
- Ask questions and be ready to answer theirs.

Leave Your Contact Info

- Provide your names, mailing and email addresses, and phone numbers to allow follow-up.

Follow-Up

- Send a thank-you letter summarizing the meeting points and any commitments made.
 - Include any additional requested information.
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This guide was brought to you by the Florida Cannabis Action Network (FLCAN). For more, visit www.FLCAN.org or www.FLDecides.org.