

Sample Agenda for Hill Day State Prep Session

Introductions

Review of Hill Meetings (pass out a schedule)

- ◆ Meeting with the Member or staff?
- ◆ What time?
- ◆ Location?
- ◆ How many people per meeting? Can everyone go on each meeting, or do we need to split into smaller groups?
 - NOTE: Congressional offices usually don't have room to hold a meeting for 20 people (sometimes not even for 10).
- ◆ Meeting Assignments – Who is going on which meetings?
- ◆ Pop-Up House Assignments – Explain these houses. Who will be in charge of getting a House to each meeting the State Captain cannot attend? Who will be help drop off houses to each office in your state's congressional delegation for which there is not a meeting scheduled? Give these volunteers the appropriate houses.
- ◆ Key meeting topics and policy priorities to emphasize in each (i.e. McKinney funding, Health Care reform, Affordable Housing, USICH, etc.). See July updated Congressional Target Sheets for guidance on this.

Discuss Meeting Agenda

- ◆ Use “Sample Meeting Agenda and Worksheet” as a guide
- ◆ Ask folks to review policy priorities and talking points from the Alliance
- ◆ Remember, you will probably only have 15-20 minutes for most meetings (less time for meetings with the Members themselves) so be sure to get your point across succinctly.

Meeting Roles (should be based on participants' experience/knowledge)

- ◆ Who is going to chair each meeting?
- ◆ Who is going to talk about what?
- ◆ Optional: Break up into small groups for each meeting to review how the meeting will proceed. Groups can use “Sample Meeting Agenda and Worksheet” as a guide, and reference the Alliance's policy priorities and congressional talking points.

Logistics to get to the Hill

- ◆ What mode of transportation will we take to the Hill?
- ◆ When do we need to depart the hotel for the meeting(s)?
- ◆ Where are we going to meet?
- ◆ Optional: Exchange contact information