

Advocacy Day Meeting Template Agenda, Timing, and Script

(assumes 20 min meeting, adjust timing based on your meeting length)

Contacts

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Senator or Rep:

Audubon Members & Roles:

- Lead speaker:
- Story teller:
- Note taker:
- Time keeper and screensharer:
- Asker:
- Photographer:

Meeting Flow & Script

Use the full talking points to fill in the script. Find them [here](#).

Time	Topic	Script Suggestions	Notes
0-5 min	Introductions (Lead speaker)	<ul style="list-style-type: none"> - [lead speaker] Thank you for meeting with us today! - We'll each introduce ourselves (name, location, favorite place to see birds) - [all, main speaker goes last] I am ____, from ____, and my favorite place to see or hear birds is ____. - Senator/Representative ____, we'd love to hear about your favorite place to see or hear birds and your elevator pitch for your top priority in the upcoming legislative session. 	<p>Keep your intros <i>short</i>, including a personal detail (like favorite place to see/hear birds) as opportunity to connect personally with lawmaker.</p> <p>Give the lawmaker time to tell you what they are prioritizing in the upcoming legislative session.</p>
5-15 min	The Issues & Our Story (Lead speaker and Story teller)	<ul style="list-style-type: none"> - [lead speaker] Thank you for sharing your thinking. We do appreciate the need to prioritize in a short legislative session. - [Story teller] would like to tell you about why conservation and climate resilience are so important to us as Audubon members and nature/bird lovers. 	<p>Much of this time might be taken by the legislator talking, but you should feel free to politely interrupt or redirect them to the questions you're asking.</p>

		<ul style="list-style-type: none"> - It's a short legislative session, but we still need big progress on climate change, Puget Sound recovery, and well-sited clean energy. - [share 2 min story your group has discussed] - [use the talking points here to fill in details for your lawmaker you're your group's story and asks] ex: <ul style="list-style-type: none"> o We ask that you support equitable, well-sited solar energy by passing new Community Solar policy. o We ask that you support Puget Sound recovery by passing new policies to advance the restoration of shorelines around Puget Sound. o We ask that you take action on climate change by passing HB 1099 (the climate GMA bill). - What do you think of our agenda? 	
15-20 min	The Ask & Wrap Up (Lead Speaker/The Asker)	<ul style="list-style-type: none"> - Is there anything in our agenda that you won't support, or need more information on? - Thank you for your time. - Before we leave, we'd like to take a quick "group picture" screenshot. 	<p>Make sure you're making the specific ask.</p> <p>Don't forget a picture if you can, but warn everyone so they can smile/pose (and give anyone who wishes not to be in it the chance to turn off their camera)</p>

Post-Meeting Checklist (role suggested can be changed – your group decides)

- Lead Speaker:** Tailor the thank you note below for your lawmaker and send it, copying everyone in your group and Adam Maxwell (adam.maxwell@audubon.org)
- Photographer:** Send your group photo(s) to Teri Anderson (Teresa.Anderson@audubon.org) as soon as you have a chance. Please include the name of the lawmaker in the subject line.
- You Choose Who:** Post your group photo on social media using our hashtag (suggested tweets below). We suggest that whichever member of your group is the most comfortable with social media post it (the rest of you can like, share, or retweet it!). The social media toolkit (link forthcoming) has the text for your posts already written up for you. Don't forget the hashtag (#speak4birds)!
- Have one person from your meeting type in detailed notes here! <https://forms.gle/KnUS59euzM3Q86yC7>

Template Thank You Email

To: Lawmaker

CC: adam.maxwell@audubon.org, other attendees of your meeting
Subject: Thank you for your time!

Dear Representative/Senator XXX,

Thank you again for taking time from your busy day to meet with us today.

On behalf of more than 49,000 Audubon members across the state, we urge you to join us in imagining a future that's better and safer for birds and people. Specifically, we support funding for conservation-friendly solar siting in the Columbia Plateau, improved public information and enforcement of shoreline armoring, Conservation Futures levy lid lift, the climate GMA bill, and funding for Sustainable Farm and Fields.

If you or your staff would like to discuss these or other conservation policies in more detail, please contact Adam Maxwell of Audubon Washington (cc'd here).

We'd also love to have you out for a spring bird walk after the legislative session concludes. Please let us know a date and time when you'll be back in-district and would like to join us!

Thank you again for your time today and your service to Washington State,

[YOUR NAME]