**National Quaker Peace & Legislation Committee – Lobbying Roadmap***Fill in the details for each meeting, to help the meeting go smoothly and for record keeping*.

**Logistics**

**Name of Member of Parliament/Senator or other person you’re meeting with:**Include useful background information, eg: what committees they serve on, academic background, pre-Parliamentary employment, how they’ve voted on related legislation, recent public statements.

**The Ask:** what do you want the person to do? Meetings can be cut short, make the Ask early.

**Date/ Time:**

**Building/Room Number**:

**Members of delegation and contact details**   
Mobile phone numbers are useful if people get separated or if someone is running late.

**Three key roles**  
Assign names for each of the roles listed below, and plan out what each person will say.

**Group Leader: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* Usually key point of contact for Office.  
  Thanks Parliamentarian or staff for meeting.
* Introduces group as lobbying for the specific Ask.
* Gives brief summary of group
* Makes sure during the visit that the ‘Ask’ is repeated three times – if appropriate. First Ask should be early in case the meeting is shortened.

**Note Taker: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* Gets the names and contact information of everyone in the meeting who is not in your delegation
* Takes notes and sends notes to delegation members
* Sends thank you follow up email to Parliamentary staff no later than 5pm the following day, and another email two weeks later. Copy (cc) all of the other people in your group.

**Storyteller: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

If there is time, this person (usually not a subject expert) explains how this particular topic impacts them/their family/community/town.

**Outline of the meeting – assign names**

1. **Thank you for meeting with us about the Ask (what you want the person to do): \_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **Very brief introduction about the organization/community. \_\_\_\_\_\_\_\_\_\_\_** Most likely a staff member has done a general web search about your group. If you’re meeting someone in Government, it’s likely that a full meeting brief has been written for the Parliamentarian – another reason to have your website/instagram/TikTok/Facebook page up to date.
3. **Individual introduction:** All participants very briefly give their names and community connections
4. **The ‘Thank you’ :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**if possible, briefly thank them/the office for an action which your group is happy about, especially if it’s someone not aligned with your organisation
5. **The ‘Ask’ (second time): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
6. **Personal/Community Story to be made by the Storyteller): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**If there is time, one person can include a very brief story about why they are coming to make the case. How it matters to them, their community, their town, etc. This links the Ask to a real-world example of community/individual impact).
7. **Answer Follow-up Questions from Parliamentarian/Staffer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**You aren’t expected to be an expert on the Ask or wider issues, such information can be provided in the follow up email.
8. **Wrap Up to be made by: \_\_\_\_\_\_\_\_\_\_\_\_\_**  
     
   A) Repeat the ‘Ask’ if it hasn’t yet been answered: “Would you/your boss be willing to **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_?”**B) Ask when you can follow up: eg: “Given that the vote is taking place next Tuesday, could we follow up with you on Monday to seek if your boss has decided which way she’s voting, and if she’s willing to make a public statement?”  
   C) Thank the staffer and/or Parliamentarian for the decision/their time and consideration.  
   D) Make sure contact details are/have been exchanged.  
   E) If it seems like a good idea **ask for a photo with a prop** if possible, explain how it will be used (eg ‘We’ll put this on our social media, and share it will our networks’).
9. **Follow- up: Notetaker**Email follow up note to staffers, include: thank you, any information requested by the office and the staffer’s contact details, cc other members of your delegation into the email.

*The Quaker Peace and Legislation Committee gratefully acknowledges the Friends National Committee on Legislation Lobby Road Map, upon which this Australian version is based.*