Capitol Hill Day Meeting Checklist

Before your meetings

- *Do your research – google your elected officials and learn more about their priorities*
    - *Have relevant documents pulled up for your meetings Legislative talking points and the ACNM Hill Day Leave Behind Folder*
- *Make a plan with your fellow midwife participants (where applicable)*
- *Check in to your meeting ~5 minutes early, if possible (call ahead if you're running late!)*

During your meetings

- *Introduce yourself and your group*
- *Don't shy away from chit chat, but be mindful of time*
- *Make your pitch and tell your story*
- *Listen carefully to how the elected official and/or their staff respond and take notes*
- *Get a commitment when possible*
- *Don't worry if you don't know the answer to a question, tell the office that you will have ACNM follow up with them on any specifics around the legislation in question*
- *Promise to follow up with contact information and materials*
- *Allow time for questions (both directions)*
- *Be sure to ask for the staffer's card so you have their contact information in the future*
- *Take a picture!*

After your meetings

- *Send a thank you note with a personalized touch (e.g. "it was interesting to learn that the Representative/Senator/Staffer used a midwife for the birth of their children")*
- *Post on social media (tag ACNM so we can amplify it!) Facebook: @American College of Nurse-Midwives; Instagram: @ACNMMidwives; Linked In: @American College of Nurse-Midwives*
- ***Submit the feedback form to ACNM capturing the outcome of your meetings by filling out this form (you will need to submit one form for each of your meetings): https://form.jotform.com/261175804820051***
- *Follow up immediately with the office for any information you promised; and again 2-3 weeks after that to follow up on commitments*

Questions/Support

- *Messaging or meeting questions/feedback: Contact Amy Kohl at ACNM, akohl@acnm.org.*