



Hill Meeting Run of Show

It is important to discuss and create the agenda for your meetings on Capitol Hill.

This will help you facilitate the most effective meeting possible. Don't forget to review the run of show with all advocates who will be in the meeting and ensure that everyone feels confident in their assigned role!

Pre Meeting Logistics

Member: _____

Date: _____ Time: _____ Location: _____

Who you are meeting with: _____

Advocates attending: _____

Introductions

1) Advocates share:

- Name
- Where they are from
- Connection to the Down syndrome community

2) Member and/or staff introduce themselves

The Asks

You will likely only have time to discuss 2 – 3 legislative priorities but should have a plan for all five. Groups should plan for:

- Which advocates are responsible for each priority
- Which stories will be shared
- How self-advocate voices and experiences will be shared



Ask #1: _____

Advocate(s) responsible: _____

- State the issue
 - "We would like to speak to you about _____"
- Share bill details
 - "The bill is H.R. _____ or S. _____. The bill would help the Down syndrome community by _____"
- Share a story
 - "I'd like to tell you about a time when I was affected by _____"
- Take questions
 - "Do you have any questions for us about this issue?"

Ask #2: _____

Advocate(s) responsible: _____

- State the issue
 - "We would like to speak to you about _____"
- Share bill details
 - "The bill is H.R. _____ or S. _____. The bill would help the Down syndrome community by _____"
- Share a story
 - "I'd like to tell you about a time when I was affected by _____"
- Take questions
 - "Do you have any questions for us about this issue?"



Ask #3: _____

Advocate(s) responsible: _____

- State the issue
 - "We would like to speak to you about _____"
- Share bill details
 - "The bill is H.R. _____ or S. _____. The bill would help the Down syndrome community by _____"
- Share a story
 - "I'd like to tell you about a time when I was affected by _____"
- Take questions
 - "Do you have any questions for us about this issue?"

Ask #4: _____

Advocate(s) responsible: _____

- State the issue
 - "We would like to speak to you about _____"
- Share bill details
 - "The bill is H.R. _____ or S. _____. The bill would help the Down syndrome community by _____"
- Share a story
 - "I'd like to tell you about a time when I was affected by _____"
- Take questions
 - "Do you have any questions for us about this issue?"



Ask #5: _____

Advocate(s) responsible: _____

- State the issue
 - "We would like to speak to you about _____"
- Share bill details
 - "The bill is H.R. _____ or S. _____. The bill would help the Down syndrome community by _____"
- Share a story
 - "I'd like to tell you about a time when I was affected by _____"
- Take questions
 - "Do you have any questions for us about this issue?"

Wrap-Up

Advocates should plan to allow five minutes to wrap-up the meeting and complete the following tasks.

- Leave the folder behind
 - Advocate responsible: _____
- Say thank you (*All advocates responsible*)
- Take a picture
 - Advocate responsible: _____
- Complete the meeting survey on Soapbox mobile page (*All advocates responsible*)