

Top Ten Dos and Don'ts of Capitol Hill Meetings

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Requesting the Meeting

- ▶ Consider the timing
- ▶ Consider the purpose
- ▶ Consider a virtual meeting
- ▶ Request the meeting and follow-up
- ▶ Don't go around staff

Planning the Meeting

- ▶ Do your research
- ▶ Pick people to speak ahead of time
- ▶ Bring the people who have the most impact
- ▶ Localize
- ▶ Bring the data

Having the Meeting

- ▶ Don't show up early, just be on time
- ▶ Be nice
- ▶ Be flexible
- ▶ Listen
- ▶ Be concise

After the Meeting

- ▶ Be valuable
- ▶ Fulfill promises, no matter how small
- ▶ Follow up, but not excessively

Your Top Ten

Do

- ▶ Have a purpose
- ▶ Know your audience
- ▶ Have a plan and be concise
- ▶ Make it local
- ▶ Follow-up

Don't

- ▶ Don't waste time
- ▶ Don't overstate
- ▶ Don't overcrowd
- ▶ Don't be rigid
- ▶ Don't overwhelm