

**Smart Growth America
Advocacy Day in the District
August 2008**

Steps to Holding an In-District Meeting

1. **Email us** (advocacy@smartgrowthamerica.org) to let us know you want to participate so we can send you materials and connect you with other local advocates participating.
2. **Schedule a meeting** with your Members of the House and Senate. Call or send a letter to your local office (see tips for scheduling a meeting and sample meeting request letter). For state-wide groups, you can meet with your entire House delegation.
3. **Join our conference call** to go over talking points, and other meeting materials we will send you in order for you to feel comfortable talking about current bills and policy proposals.
4. **Prepare for your meeting** by talking to the other coalition members that will join you. Go over who will lead the meeting, speaking roles, etc.
5. **Conduct your meeting**. Arrive on time and remember to bring a few copies of the materials to leave behind.
6. **Complete and return the meeting report form** so we can help you with any materials requested during your meeting and so that we will know who is supportive of smart growth.
7. **Send a thank you letter** to the person you met with along with any information they requested.
8. **Stay involved** by signing up for SGA's Washington Update and Action Alerts, this will keep you up to date on the progress of legislation and opportunities to call your legislator at critical times in the legislative process.

**Questions? Contact us at 202-207-3355 x25 or
advocacy@smartgrowthamerica.org**