



What to Do After a Meeting

Following up after a meeting is as important as the meeting itself and a key step in the process of building relationships with your members of Congress and staff. This checklist was developed for you to use after each congressional meeting.

After the Meeting Did You?

- **Send a thank you** message to the member of Congress and his or her staff.
 - Express thanks for the member or staff's time and offering your assistance and expertise in the future.
 - Restate your "ask" and any agreements or commitments that you think were reached.

- **Follow up** on any questions raised during the meeting and provide additional information if requested.
 - Make sure to fulfill any promises you made during the meeting. If you agreed to get more information, do it as quickly as possible.

- **Contact ANCOR** with feedback from your meeting.
 - This is an essential step to help maintain relationships between ANCOR government relations staff and congressional staff.
 - The more information you provide the more effective all of our advocacy efforts can be.
 - Use the on-line congressional visit feedback form at:
<http://capwiz.com/ancor/lrm/feedback.tt?event=11581>