



THE REAL CLOUT TOOLBOX



Checklist for Community Meeting Planning	
Who Are They? -- Names and Contact Information of Local Policymakers (Refer to your Policy Faces Book in Appendix I)	
Who We Are – Decide who will sign the invitation on behalf of your group. (Is now the time you finally have to designate official leadership or name a steering committee, and maybe even give your group an official name?)	
When Should We Do It? (Early evenings and weekend mornings are generally best for public officials and working people)	
Where Should We Hold It? Find a meeting room in a friendly and supportive private agency or church. Avoid meeting in a public official’s office.	
What Kind of Materials Will We Need? A sample agenda and list of materials can be found on the following page.	

The Short Guide

You have agreed to organize a committee of community supporters to help plan and organize an introductory meeting with your local delegation of policymakers, i.e., the representatives and senators who are elected to represent your community, as well as the regional managers of the public agency that administers the policy you are trying to change. **The goal** is for the elected and appointed policymakers to listen to you -- real people with real stories about the effects of a bad policy -- informed constituents who represent a statewide campaign with some good, effective and affordable ideas for fixing that bad policy.

For more information, see Chapter 2 White Pages of the Real Clout Workbook.