

## Sit down meeting

- Follow the full outline. Time yourselves.
- Take time to build a relationship over the ask.
- Assign roles (introduce the group; tell a story; make the ask; take notes; time keeper, etc.). Make sure everyone knows the importance of listening more than talking.

- Opening (2-3 minutes)
- Begin with appreciation!
  - Introductions
- Get to the issue
  - Body (5-7 minutes)
- Ask / Respond / Follow up
  - **The most important part!**
- Closing (3-5 minutes)

## ● Walk and talk meeting ("bird-dogging")

- Be courteous and be clear about your Ask
- Be brief - less than one minute - and make sure you hear from them.

## ● Receptions or mingling

- Do not hog their time. Very briefly lay out the issue or concern.
- Best "ask" is usually "I would like to schedule a meeting."

