



Legislative Meeting Follow-Up Report

Please return one copy of this form to your organization's legislative staff so they can help you follow-up! Be sure to make notes about steps you need to take at home. Use the provided envelope to save business cards and contact information.

Your Name: _____ Date: _____

Meeting #1

Office Met With (and Staff Name): _____

Issues / Asks Discussed: _____

Commitments Made? _____

Questions / Follow-Up Needed: _____

How best to follow-up? _____

Meeting #2

Office Met With (and Staff Name): _____

Issues / Asks Discussed: _____

Commitments Made? _____

Questions / Follow-Up Needed: _____

How best to follow-up? _____

Meeting #3

Office Met With (and Staff Name): _____

Issues / Asks Discussed: _____

Commitments Made? _____

Questions / Follow-Up Needed: _____

How best to follow-up? _____

Please remember to write thank you notes!