



American Planning Association Planners Advocacy Week Post-Meeting Checklist

Follow the steps outlined below when your meeting is complete. This checklist will help ensure that there is successful follow-up from your meeting. If you have any questions or need assistance, contact APA's government affairs staff via phone 202-872-0611, fax 202-872-0643, or e-mail govtaffairs@planning.org.

- ❑ Complete and return your legislative meeting report form to APA staff. Send APA any digital photos from your visit for use on the APA website.
- ❑ Send thank you notes.
- ❑ Follow-up with any information or other items promised at the meeting. Use APA staff to assist you with any follow-up. Offer APA's D.C. staff as a resource in providing more detailed information or research.
- ❑ Keep track of the issue and make sure that you monitor your legislator's actions. If they follow through on a promised action, be sure to thank them. If not, encourage them to do so.
- ❑ When you get home, send a note to the district staff. Tell them about your meeting and offer to be a resource on planning issues in the district. Consider ways to get your information in front of them. For example, you can provide complimentary newsletter subscriptions, special reports, or invitations to chapter events. APA can provide you with district staff names and contact information.
- ❑ Stay in touch with the legislator's Washington and district offices, especially at critical junctures in the legislative process.
- ❑ Continue to build a relationship with your congressional delegation by inviting them to attend or speak at chapter events, taking them to visit local projects, and keeping them informed about planning activities in the state.
- ❑ Work with the APA's policy staff to monitor legislative activity and continue advocacy on behalf of our federal legislative agenda. Stay active in grassroots advocacy activities.
- ❑ Get with the PLAN! Join APA's new Planners Legislative Action Network.
- ❑ Plan to attend APA's 2006 Legislative & Policy Conference January 29-31, 2006, in Washington, D.C.