**DELIVERING YOUR MESSAGE IN PERSON**

**THREE STEP TAKEAWAYS**

1. **Arranging and Preparing for the Meeting**
   * Determine the best person to meet with.
   * Schedule a meeting but be prepared for a quick encounter on the go.
   * Decide who will make the visit (Others with you?)
   * Prepare an agenda.
2. **Conducting the Meeting**
   * Start with a thank you and introductions.
   * Make an opening statement:
     + A positive statement (about the decision maker if possible)
     + The issue
     + The ask
   * Follow the agenda but be flexible.
   * Remember:
     + It’s ok to say “I don’t know” to a question.
     + Don’t get into an argument. Remain cool.
   * End with a thank you.
   * Leave materials and contact information.
3. **Follow Up- (email or letter)**
   * Say thank you.
   * Reiterate your key points and the “ask”.
   * Answer any questions from meeting.
   * Summarize commitments the decision maker made.
   * Provide any follow-up materials
   * Check back in periodically.