**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.