

MEETING TIPS



General Information

- Your meeting will be with your legislator or staff member .
- **Each legislator has a folder with their name to be delivered** – check the legislator folders near check-in before your meeting. If the folder is still there, please bring it to the meeting!
- If several people are attending the meeting, gather outside the office a few minutes before the start time.
- **When you arrive**, let the office know you are here for a meeting for CHAPA's Housing Day.
- Expect meetings to last for **15–20 minutes**.
- **Leave the folder** with the priorities to the legislator or staff.
- **Fill out the Meeting Report Form** after the meeting and return it to the box in the Great Hall

Before the Meeting

You don't need to be an expert on the legislation or budget programs!

Think about why having a safe, healthy, and affordable home is so important.

- Personal or professional stories about trying to find an affordable home
- Affordable housing & community development challenges from your community
- Stories about what access to affordable housing can mean or accomplish

Share these stories during your meeting!

Connect the stories back to the Housing Day priorities – these policies and resources will create more affordable homes to help individuals, families, and communities thrive!

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During the Meeting

- **Introduce yourself**
- **Explain why you're here**
“We're here as part of CHAPA's Housing Day to speak up for affordable housing, homelessness prevention, & community development.”
- **Frame the issue**
“Massachusetts is one of the most expensive states in the nation to live in. Too many people struggle to afford their rent, leaving them at risk of homelessness. This hurts everyone but especially families with extremely low-incomes, the elderly, and persons with disabilities.”
- **Share your story** – Share your personal stories about why having an affordable home is important!
- **Review the priorities** – Review the Housing Day Priorities by referencing the factsheets included in the folders.
- **Make the ask**
*“These policies and resources will help address the housing challenges facing our community. **Will you support these legislative and budget priorities?**”*
- **Legislator's Priorities & Questions** – Ask about what affordable housing issues are important to the legislator and if they have any questions.
- **Thank the legislator or staff for their time and consideration.**

Write any questions or follow-up steps from the meeting on the **Meeting Report Form**. CHAPA will follow up with the office after the meeting.

After the Meeting

Please return any Meeting Report Forms to the box in the Great Hall and **THANK YOU** for helping to advocate for affordable housing!