

# How to Lead Your Team

- 1** **Attend** all of your assigned Hill Day meetings
- 2** Familiarize yourself with the **FY26 One-Pager** outlining this year's requests
- 3** **Practice with your meeting buddies** during Day 1 Breakout Rooms or during event Office Hours
- 4** **Start the meeting** with introductions & thank the staff for their time. **Finish with a strong call to action** that ties in attendees' stories
- 5** **Guide the conversation** during all of your Hill meetings to balance stories & "asks"
- 6** Make sure **those who want to speak are able to**, including asking the staff if they have questions
- 7** Ask the staffer/legislator if you can **take a screenshot** photo to share
- 8** Send a **follow-up "thank you"** email and include leave-behind materials
- 9** Fill out the **post-meeting survey** & report back to event staff

