

Sample Agenda

Opening

- Introduce yourself and your company and some specific data if you are able:
 - Number of MW in state/district
 - Number of Jobs in state/district
 - Economic investment in state/district
 - Projects in development in state/district
- Thank the Member and/or their staff for their time
- If the office has been supportive of issues, make sure to thank them for their ongoing support of the industry

Present the Issues

- Discuss top line issue/s for the industry and present applicable one-pagers
- Include antidotes of how the issues affect your company directly
- Allow plenty of opportunity for Q&A dialogue

Make the “Ask”

- If there is a bill or letter that the Member can sign onto – ask them to do it
 - If they say NO?
 - Find out what their concerns are
 - Try to see if there is compromise or middle ground
- Invite the Member and their staff to visit a site or your office
- If there is no ask, familiarize them with your company and employees and educate them on the overall impact of solar policies on your industry and where you fit in

Conclusion

- Ask if there are any questions or any further information that the office would find helpful (If they need answers you aren't equipped to provide, please let them know you will have SEIA follow up with them – and then make sure to tell us!)
- Thank the Member and/or their staff for their time, attention and support
- Ask if you can get a quick group photo with the Legislator and if you have permission to share it on social media