



# Meeting record sheet

It can be useful to keep a record of the decision-makers you meet so that you can track your campaign's progress.

Your name \_\_\_\_\_

Your local area / constituency \_\_\_\_\_

Name of your decision-maker \_\_\_\_\_

Date of meeting \_\_\_\_\_

What you planned to talk to the decision-maker about \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What you actually talked about in the meeting \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What did your decision-maker think about your issue? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What did your decision-maker agree to do? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Did your decision-maker ask you any questions that you weren't sure how to answer? \_\_\_\_\_

\_\_\_\_\_

What were these? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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What will you do next? \_\_\_\_\_

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\_\_\_\_\_

You can download this record sheet from the Get ready for Geneva website:  
[www.getreadyforgeneva.org.uk/take\\_action](http://www.getreadyforgeneva.org.uk/take_action)

Send this form back to CRAE to let us know what you've been doing, and to tell us what help you need to make change happen!

**Children's Rights Alliance for England**  
94 White Lion Street  
London N1 9PF  
[info@getreadyforgeneva.org.uk](mailto:info@getreadyforgeneva.org.uk)

