

PLAN FOR YOUR LOBBY VISIT

Start by designating a group leader and a note taker. Fill in the boxes on the front and back of the page as you plan your visit. Use the back as a guide during your meeting.

Legislator:

Meeting Location:

Group Meeting Time:

GROUP LEADER

Name:

Email and Phone #:

Before meeting: Set a pre-meeting date and location. Find out how much time you have for the lobby visit; suggest allocation of time and issues among delegation members; identify an issue for which the legislator could be thanked.

During meeting: Introduce the delegation; make sure the ask is repeated clearly several times; facilitate the flow of conversation among delegation members; convey intention to follow up.

NOTE TAKER

Name:

Email and Phone #:

Obtain the names and contact information of everyone in the meeting to give to the staffer. Take notes during the meeting and submit lobby visit report to Matt Hawthorne at mhawthorne@nrcat.org.

DELEGATION MEMBERS

Share personal stories about why this issue matters to you. You don't need to be an expert—your members of Congress work for you and care about your opinions. Telling your story is an important way to connect with the values and priorities your members of Congress care about, and it can help change their minds.

Remember: Be polite and respectful! This meeting is part of building a relationship with your member of Congress. Find common ground where you can.

LOBBY VISIT ROADMAP

- 1. **Introduce yourselves (start with group leader).** Begin with a round of introductions and exchange contact information. Explain who you are and your relevant faith/community/professional affiliations. **Note taker** gives the staffer a list of your delegation members and their community/professional affiliations.

- 2. **Ask how much time you have for the meeting.** **Group leader** asks how long the staffer has to meet with the group.

- 3. **Say “thank you.”** **Group leader** thanks the office for a position the legislator has taken which you support.

- 4. **Introduce the ask. (group leader)**

- 5. **Tell your stories.** **Delegation members** explain why you care about this issue and what it means to your community.

- » **Story 1:**

- » **Story 2:**

- » **Story 3:**

- » **Repeat ask as story:**

- 6. **Respond to follow-up questions and listen.** **Delegation members** ask for and listen to the legislator/staffer’s responses to your request.

- 7. **Repeat the ask.** **Delegation member** repeats the ask and gives the legislator/staffer a “leave behind” with your asks and assures the legislator/staffer that they will follow up.

Give leave behind and repeat ask:

- 8. **Thank the legislator and/or staffer. (group leader)**

- 9. **Follow up with the staffer.** **Delegation member** asks when follow-up would be useful. Otherwise, email the staffer within three days of the visit.

Follow up after the visit:

REPORT YOUR LOBBY VISIT

After the meeting the note taker submits the lobby visit report to Matt Hawthorne at mhawthorne@nrcat.org.

Please answer the following questions in the lobby visit report:

1. When was your lobby visit?
2. What was the format of your visit?
 - a. In-person visit
 - b. Substantive conference call
 - c. Substantive email exchange
 - d. Town hall or event
3. Where did the lobby visit take place?
 - a. Washington, DC
 - b. In local office
4. Which member of Congress were you lobbying?
5. Was the member of Congress in the meeting?
6. Name and title(s) of any staff who attended the meeting
7. How many people (including you) were in this lobby visit?
8. What are the first and last names, as well as contact info, of the other visit participants? (This info is important so we can accurately track our impact and help advocates in the future.)
9. How long did the visit last?
10. What did you ask the member of Congress to do? Include bill numbers if applicable.
11. What was the response from the member and/or staffer(s)? What questions did they ask?
Please provide as much detail as possible.
12. What outstanding questions or requests did the office have?
13. Who will follow up with the staffer by email?