

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 fcnl.org/lobbyreport.

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/campus affiliations. **Note-taker** gives the staffer a list of your delegation members and their community/professional affiliations.
2. **Say “thank you” (group leader).** Thank the office for a position the legislator has taken which you support.
3. **Introduce the ask (group leader).**
4. **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:**

5. **Respond to follow up questions and listen (delegation members).** Ask for and listen to the legislator/staffer’s responses to your request.
6. **Repeat the ask (delegation member).** After discussion, repeat the ask, and give the legislator/staffer a “leave behind” with your asks, and assure follow up.

Give leave behind and repeat ask:

7. **Thank the legislator and/or staffer (group leader).**
8. **Follow up with the staffer (delegation member).** You may want to ask in the visit when follow-up would be useful. Otherwise, email the staffer within three days of the visit.



Follow up after the visit:

