

# Drop-by Visit Checklist & Sample Script

The Friends Committee on National Legislation has learned from decades of lobbying on Capitol Hill that one of the most powerful ways to make an impact is to meet face-to-face with members of Congress and their staff.

You can help make a meaningful and lasting difference in Washington, D.C. by lifting up a concern with your member of Congress in your own community. Visiting the local offices of your members of Congress is easy—even a five-minute visit can go a long way! Have questions? Email us at [Lobby@fcnl.org](mailto:Lobby@fcnl.org).

## Drop-by Visit Checklist

- Find the local office for your members of Congress by visiting their website. Identify which offices for your Representative and two Senators work best for your schedule.
- Print this sample script to prepare what you want to say during your visits. You don't have to use it word-for-word, but it's helpful to have a plan before you visit the office.
- Go to [fcnl.org/actlocal](http://fcnl.org/actlocal) and print your issue-specific leave-behind to bring on your visits. You can choose one issue or several, just make sure to print enough copies!
- After your visit, tell us how it went! Go to [fcnl.org/lobbyreport](http://fcnl.org/lobbyreport), or email us at [Lobby@fcnl.org](mailto:Lobby@fcnl.org) tell us how it went! Reporting back to FCNL will help our legislative team as they follow-up with congressional offices back in DC.

## Sample Script

Hi, my name is \_\_\_\_\_. I'm visiting today because I'm concerned about [issue you've chosen to speak with the congressional office about—refer to the issue leave-behind].

Could you please pass this document along to the staff member that works on [issue] and ask them to let me know [Representative \_\_\_\_ / Senator \_\_\_\_] position on this important issue? Can you give me the contact information of the staffer who works on this policy issue in your D.C. office?

Thank you for taking the time to speak with me.

(Please leave your contact information and tell the staffer that you'd like for the office to follow-up with you about their answer to your questions)