



We are more **confident** and **effective advocates** when we take the time to **prepare for lobby visits**.

Once completed, reference the roadmap during your meeting. Start by noting the meeting details.

Member of Congress:

Location:

Meeting Connection Details:

Group Meeting Time:

Identify Roles

Know your role! Even if you don't have a speaking role, your presence adds to the power of the visit. You can also write a short letter to share with the staff to make your voice heard. If there are not enough people for each role, don't worry – you can still be an effective advocate!

Notetaker

Name:

Email & Phone Number:

During Visit: Provide a list of names and contact information of the group to the staffer. Listen closely and take detailed notes, including any questions and requests the staffer makes. FCNL's Policy Team can follow-up, answer questions, and reinforce your advocacy.

After visit: Allow others to review and add to the notes. Log reports at www.fcnl.org/LobbyReport.

Group Leader

Name:

Email & Phone Number:

During prep & before visit: Plan when and where to meet before the lobby visit. Identify a "thank you" for the legislator. Keep track of who is speaking, when, and for how long.

During visit: Introduce the group, facilitate based on the roadmap, and keep the visit on time. Make sure the "ask" is repeated clearly and prompt the staffer to ask questions.

Delegation Members

Share a personal story about why this issue matters to you—remember, you don't need to be an policy expert. Telling your story is an important way to connect with the values and priorities of those you're lobbying, and it can help change their minds or introduce a new perspective. Ask follow-up questions to learn more about the legislator's position and how you or FCNL can be a resource to them.



Lobby Visit Checklist

- _____ **1. Introductions** (5 minutes). **Group leader** provides brief introductions and explains who the group is. Name any relevant faith, community, educational, or professional affiliations. **Notetaker** gives the staffer a list of the delegation members and a copy of the leave behind. Ask for the staffer's contact information and inform them you'll follow-up via email.
- _____ **2. Group leader asks how much time** the legislator or staffer has available for the meeting.
- _____ **3. Say "thank you."** (2 minutes). **Delegation member** _____ thanks the office for a position, action, or statement the legislator has taken. Keep it simple. You can also thank the staffer for their service and ask them to share something they're proud of working on. This exercise helps to build trust and shows you want this meeting to be respectful.
- _____ **4. Delegation member** _____ **introduces the ask.**
- _____ **5. Tell your stories** (6 minutes). **Delegation members [discussed in the prep session]** share why the issue is important, what it means to the community, and how it relates to the ask. Be brief to allow time for each story and give the staffer an opportunity to respond.
- » Storyteller 1:
 - » Storyteller 2:
 - » Storyteller 3:
- _____ **6. Group leader asks legislator or staffer to respond to request** (5 minutes).
- _____ **7. After listening closely, consider follow-up asks.** (5 minutes)
Delegation member(s) _____ should deliver clear follow-up asks, such as...
- If the office supports the ask:
- » Will they cosponsor the bill? Will they make a public statement in support?
 - » What advice do they have to continue building support?
- If the office opposes the ask:
- » What is their biggest concern about the legislation?
 - » What additional information does the legislator need?
- _____ **8. Repeat the ask and follow up reminder.** **Delegation member** _____ repeats the ask and reminds the staffer that the group will follow up with the
- _____ **9. Group leader thanks the legislator or staffer for their time and attention.**
If comfortable, ask if the group can take a photo with the legislator or staffer.
Email photos to lobby@fcnl.org.
- _____ **10. Post-visit follow-up.** **Delegation member** _____ emails the staffer within three days to say thank you and shares the leave behind.
Contact lobby@fcnl.org for support.