



## Virtual Lobby Visit Roadmap

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, using the spaces provided on the left side to note the amount of time each part of the lobby visit will take. This road map will be your guide during your virtual lobby visit.

**Member of Congress:**

**Meeting Connection Details:**

**Group Meeting Time:**

### Group Leader

**Name:**

**Email & Phone Number:**

**Before meeting:** Decide on when and how you will connect before the meeting. Find out how much time you have for the lobby visit. Suggest allocation of time among delegation members. Identify an issue for which the legislator could be thanked.

**During meeting:** Ask your delegation to sign into the meeting 10 minutes before the lawmaker or staff is scheduled to join. When the staff or lawmaker arrives, introduce the delegation.

Make sure the ask is repeated clearly several times. Facilitate flow of conversation among delegation members, with one eye to inclusivity and the other on the clock. During the lobby visit, it is critical to keep to the roadmap by calling on members of the delegation to speak and prompt the staffer to ask questions.

### Note Taker

**Name:**

**Email & Phone Number:**

Obtain the names and contact information of everyone in the meeting to send to the staffer after the visit. Look at the report-back form and take notes on that form during the meeting: [fncn.org/reportback](https://fncn.org/reportback)

### Delegation Members

Share a personal story 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. Ask follow-up questions to learn more about the members' position on the issue. Keep to the time your group decided on for your story; have a watch or clock in front of you.

**Remember:** Be polite and respectful! This meeting is part of building a relationship.

# Lobby Visit Roadmap

- \_\_\_\_\_ 1. **Introduce yourselves.** **Group leader** briefly introduces who is on the call, explaining who the group is and your relevant faith, community, and professional affiliations.  
**Note taker** explains to the staffer that the group will provide a list of the delegation members and the leave behind in the follow up email. Ask for the staffer's contact information if you don't have it. *Suggested time: 5 min.*
  
- \_\_\_\_\_ 2. **Group leader asks how much time the legislator or staffer has available to meet with the group.**
  
- \_\_\_\_\_ 3. **Say "thank you."** **Delegation member** thanks the office for a position the legislator has taken which you support. This can be something simple, don't overthink it.
  
- \_\_\_\_\_ 4. **Delegation member introduces the ask.**
  
- \_\_\_\_\_ 5. **Tell your stories.** **Delegation members** explain why you care about this issue, what it means to your community, and how it relates to the ask. *Suggested time: 10 min.*
  - » Story 1:
  
  - » Story 2:
  
  - » Story 3:
  
- \_\_\_\_\_ 6. **Ask and respond to follow-up questions and listen.** **Delegation members** ask for and listen to the legislator or staffer's responses to your request. *Suggested time: 10 min.*
  - » Sample Question: Do you support the ask? What other information do you need?
  - » Sample Question: What strategies do you support to address this question?
  - » Sample Question: Do you hear from constituents on this issue?
  
- \_\_\_\_\_ 7. **Repeat the ask.** **Delegation member** repeats the ask and reminds the staffer that the group will follow up within a day with the delegation list and leave behind and will follow up again in two weeks.
  
- \_\_\_\_\_ 8. **Group leader thanks the legislator and/or staffer.**
  
- \_\_\_\_\_ 9. **Post meeting follow up with the staffer.** **Delegation member** email the staffer within three days of the visit to say thank you, sends delegation list and leave behind.  
*See Follow Up Email Template.*

Who will follow up after the visit: