



LOBBY VISIT PLANNING AND REPORTING SHEET

Elected Official	Office Location
Staff Attending Meeting	Date and Time of Visit

1. **The issue or bill you are talking about:** _____

2. **Facts about the Member of Congress**

Party: _____ Hometown: _____

Religion: _____ When Elected: _____ When up for re-election: _____

Committees:

Record on related legislation:

Other Positive Contributions:

3. **People attending this visit:**

Organization and/or Title:

Pro Tip: Have each person introduce her/himself by sharing name and where they are from. If you are a constituent, say so. Name groups you represent and tell how many people are involved in each.

Introducer _____ Note-taker _____ Timekeeper _____

Who's making the ask? _____

Pro Tip: Say something positive about the Member at the beginning of the visit to break the ice.

Pro Tip: Don't let the Member/staff person take the conversation off track!

Speaker:

Chosen Talking Point about the Issue/Bill:

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Pro Tip: Tell a personal story that connects you with the issue.

4. Make the Ask (Write the question down here):

Answer:

*Pro Tip: End the meeting by thanking the Member/staff for their time and consideration.
Don't forget a group photo!*

5. Follow Up

Who will write the thank you email? _____

Does additional information need to be sent to the Office?

What is the next step?

What did the Member/staff commit to do?

Was there anything particularly interesting that needs to be shared with NETWORK or clarified?

Please remember to send the names & contact information of each person in the lobby visit, plus the group photo AND notes from the meeting to NETWORK staff and info@networklobby.org