

Visiting Your Elected Officials

The “ASK”:

We call on (name the body/officials) to (take the following action/s):

- *Name the points of action here—be specific, and stick with points related to the specific issue/action*
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Prepare for the Visit

- ☐ Know something about your elected official's position on the issue.
- ☐ Review background on the issue; if you are part of a group, this may be done for you.
- ☐ Prepare a one-page summary of your position to leave with your Member; if you are part of a group, this may be done for you.
- ☐ Make a plan for the visit:
 - ☐ For a group visit, choose a spokesperson to start. Decide who will say what. If you are the only person visiting, prepare an outline for what you will say.
 - ☐ For a group visit, determine who will complete a follow-up report for the group. If you are the only person but part of a larger effort, you may need to prepare a follow-up report for the group you represent.
 - ☐ Think of questions and counterpoints that may come up and plan a response.
- ☐ Practice the visit.

Make the Visit

- ☐ Be on time, meet in the hall about 5-15 minutes before the meeting is scheduled for a group, be organized.
- ☐ Explain who you are and why you are there.
- ☐ Connect with the elected official by **thanking** her/him for something they have done.
- ☐ Explain the need for addressing the issues you are meeting about .
- ☐ Be clear, concise, compelling and credible.
- ☐ Be polite and firm in explaining your position; avoid criticism.
- ☐ Bring the conversation back to your message if it goes off track.
- ☐ **Use examples from your personal experience where possible.**
- ☐ Ask for specifics on what the legislator is likely to do (co-sponsor, vote, speak on the floor,...).
- ☐ Record key points of the conversation and questions you can't answer; volunteer to find information and get back to your elected official if necessary.
- ☐ Leave-behind a short written summary of your position.

Follow Up on the Visit

- ☐ Write a thank you note to your elected official with a summary of your conversation
- ☐ Send the answers to any questions you said you'd research
- ☐ Continue the dialogue with your elected official and his/her staff.

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Lobby Visit Planning Sheet

Member: _____

Office Location: _____

Time of Visit: _____

1. Facts about the official

Party: _____

Religion: _____

Term: When Elected: _____

When up for re-election: _____

Committees: _____

Record on related legislation: _____

Positive Contributions: _____

2. People making this visit:

*Tips: 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.*

Initial Spokesperson _____ Note-taker _____

Tip: Say something positive about the elected official at the beginning of the visit

Manager/Timekeeper _____

Tip: Don't let the elected official/staff person take the conversation off track

Speaker: _____	What they will say: _____
_____	_____
_____	_____
_____	_____
_____	_____

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

3. About the Issue

Talking Points (separate page)

What will we leave with the elected official/staff? _____

What do we want the elected official to do? _____

Tips: Ask for a specific action.

Thank the elected official/staff for their time and consideration.

4. Follow Up

Who will write the thank-you note? _____

What additional information needs to be sent? _____

What is the next step? _____

What did the elected official/staff commit to do? _____
