# LOBBY VISIT PLANNING AND REPORTING SHEET

<table>
<thead>
<tr>
<th>Elected Official</th>
<th>Office Location</th>
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<tr>
<th>Staff Attending Meeting</th>
<th>Date and Time of Visit</th>
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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:

__________________________

__________________________

__________________________

__________________________

__________________________

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