



## LOBBY VISIT PLANNING AND REPORTING SHEET

<b>Elected Official</b>	<b>Office Location</b>
<b>Staff Attending Meeting</b>	<b>Date and Time of Visit</b>

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](mailto:info@networklobby.org)***