# LOBBY VISIT PLANNING AND REPORTING SHEET

<table>
<thead>
<tr>
<th>Elected Official</th>
<th>Office Location</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Staff Attending Meeting</th>
<th>Date and Time of Visit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 at info@networklobby.org