



Visiting Your Member of Congress

Request an Appointment

- ☐ Contact the scheduler in your Congressperson's office for an appointment with your Member of Congress or the aide who handles your issue
- ☐ Tell the scheduler the dates you are available, the issue you will discuss and who will be present during the visit
- ☐ Confirm the visit by phone a day or two before the appointment

Prepare for the Visit

- ☐ Know something about your Congressperson's likely position on the issue; your Congressperson's web site is a good source of information
- ☐ Review background on the issue and current, specific legislation relating to it
- ☐ Prepare a one-page summary of your position to leave with your Member of Congress
- ☐ Make a plan for the visit:
 - ☐ Choose a spokesperson to start the visit
 - ☐ Decide who will say what
 - ☐ Think of questions and counterpoints your Congressperson may bring up and plan a possible response
- ☐ Practice the visit

Make the Visit

- ☐ Dress for success and be on time
- ☐ Explain who you are why you are there
- ☐ 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
- ☐ Tell your Member of Congress what you want her or him to do
- ☐ Ask for specific responses regarding her or his position on the issue
- ☐ Record key points of the conversation and questions you can't answer; volunteer to find information and get back to your Member of Congress
- ☐ Leave a short written summary of your position

Follow Up on the Visit

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



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Lobby Visit Planning Sheet

Member: _____

Office Location: _____

Time of Visit: _____

1. Facts about the Member of Congress

Party: _____ Religion: _____

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

Committees: _____

Record on this issue: _____

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.

Spokesperson _____ Note-taker _____

Tip: Say something positive about the Member at the beginning of the visit

Timekeeper/Intervener _____

Tip: Don't let the Member/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

Bill Number: _____ Bill Name: _____

Talking Points (separate page)

What will we leave with the Member/staff? _____

What do we want the Member to do? _____

Tips: Ask for a specific action.

Thank the Member/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? _____