



LOBBY VISIT PLANNING AND REPORTING SHEET

Elected Official	Office Location
Staff Attending Meeting	Date and Time of Visit

Pro Tip: Go in smart. Leave smarter. (Plan, execute, review.)

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:

Name	Organization and/or Title

Pro Tip: Have each person introduce themselves by sharing their 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 group.

4. Roles:

Introducer/Facilitator	
Note-Taker	
Timekeeper	
Making the Ask	
Schedule & Follow Up	

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.

5. 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!

6. 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 person commit to do?

Was there anything that needs to be shared with NETWORK or clarified?



NETWORK LOBBY FOR CATHOLIC SOCIAL JUSTICE

LOBBY MEETING AGENDA

1. Welcome and Introductions – [name]
 - a. Introduce group and call participants
 - b. Introduce the issue and thank the contact for taking the call/for the Member of Congress's work on the issue

2. Lived Experiences / What You're Seeing in Your Community – [name]
 - a. Share any relevant stories or why you care.
 - b. More than one person can share here if you have particularly compelling stories

3. Policy Ask – [name]
 - a. What do you want your Member of Congress to do and why?
 - b. The ask can be to vote for a particular bill, to support it in committee, to push for it, etc.

4. Why These Policies Are Important – [name]
 - a. Building on the information in sections 2 and 3 and adding a moral call to make the final ask for why your Member of Congress should support this bill

5. Ask How Our Vision Fits into Their Plans – [name]
 - a. What are their plans? How does our request mesh with their thinking?
 - b. Sometimes it will be hard to get a straight answer here. Be willing to ask additional questions to get as much information as possible.
 - c. If a staffer says they'll check and get back to you, ask when to expect to hear from them.

6. Final Comments / Questions / Clarify Follow-Up / Close Call – [name]