

February to April, 2024

2024 Spring Members of Congress Meetings Checklist

- ☐ **February:** Talk to fellow advocates about the February to April recess meeting and set some goals about which members of Congress you want to meet with.
 - Who will request which meeting using [the sample meeting request letter](#)?
 - By when will you make the request (no later than end of February)?
 - When will you follow up?
- ☐ **Use February - April Recesses: Request meetings** with senators and representatives while they are in the district/state. See the Senate calendar [here](#), House calendar [here](#) (yellow is when they are in Washington, D.C.). You should also consider virtual meetings.
 - Decide with your group whether to schedule lobby meetings during one day or over multiple days/weeks. Multiple days/weeks might increase odds of getting in-person meetings with Reps. and Senators.
 - For Senate meetings, **coordinate with other groups in your state.** Domestic and global groups should decide whether to meet with aides separately or together. Plan to meet together for face-to-face meetings with legislators themselves.
 - Use our [meeting request letter](#) for guidance; be sure to personalize it.
 - Use top tips from our [Lobbying How-To's](#) to guide you in making meeting requests. Remain persistent until you get an answer on your meeting request. Ask for help from aides you may know from the Washington, D.C. office if you are not getting a clear or timely response.
 - Once you have a meeting, thank the scheduler, and let them know you will be reconfirming your meeting the week before. If you will be having a virtual meeting, confirm if you will be meeting using your Zoom or their platform.
 - Organize logistics: If you are doing an in-person meeting, confirm who will attend, make sure everyone knows how to get there and has transportation. If you are doing a virtual meeting, organize your technology — decide how you will hold your virtual meetings. Zoom is a good option. Ask RESULTS staff for help if you need it.
- ☐ **February: Research your members of Congress.** Where do they stand on the issues you will be meeting about? Review the [Congressional Scorecard](#) and their voting record. Review [the champion scale](#) to determine where they are on the issues.

- ☐ **February - April: Read through the preparation materials and [leave behinds](#).** Policy briefs are available on [our issues page](#). They are great primers on our issues and legislative requests.
- ☐ **February - April: Schedule a lobby prep meeting** with your group to prepare for meetings with House members. You may also schedule a meeting with other RESULTS advocates in your state to prepare for Senate meetings. Contact Katie Fleischer (kfleischer@results.org) to set up a lobby prep meeting.
- ☐ **February - April: Prepare for your meetings**
 - Prepare a sentence or two on what RESULTS is all about and why you advocate with RESULTS.
 - Prepare your meeting agenda with your group. Be sure to fill all roles including facilitator/time-keeper, issue presenters, notetaker, etc. You can use this [lobby planning form](#) as a guide.
 - Review the issues, prepare and practice your EPIC laser talk. Resources are available here: [I want to prepare for a lobby meeting](#).
 - **Use EPIC: Engage** the listener, state the **Problems** we seek to solve, **Inform** on the solution — RESULTS! — and issue a **Call to action** to join RESULTS.
- ☐ **February - April: Prepare media, hand-written letters, and stories.**
 - Get published now! Use our media actions on the [Action Center](#) to submit a letter to the editor (LTEs).
 - Make electronic prints of editorials, op-eds, articles, and LTEs that your group has gotten published this year. Check out our [2023 Grassroots Media packet](#) to find relevant LTEs and other media pieces for your state.
 - Organize your media packet with editorials on top, followed by op-eds, articles, and LTEs.
 - *Generate hand-written letters* from constituents and fellow group members who can't attend the conference. You can mail or electronically send these letters ahead of or immediately after your meetings.
 - Check with RESULTS staff or Alicia Stromberg (astromberg@results.org) for signers of our solidarity actions (for our [global](#) and [U.S.](#) issue areas) to pass along in your meetings with members of Congress.
- ☐ **Few days before: Reconfirm your lobby meetings** with the scheduler and/or the aide a few days before your meeting.
- ☐ **After meeting: Send a thank you note and follow-up email.** Remember to send a thank you note to the office for meeting with you. Be sure to follow up on questions or requests made during the meeting.
- ☐ **After meeting: Remember to report your meeting.** After your meeting has taken place, remember to share some details about your meeting, as well as photos, on our [Lobby Meeting Reporting form](#).