



Lobby Meetings Checklist

- May: Set up lobby meetings in DC.** Contact the office's scheduler to request meetings with you senators and representative on Tuesday, July 14.
 - [Personalize this email template to request a meeting](#). Use tips from our [Lobbying How-To's](#) to guide you in making meeting requests.
 - So that you don't miss the July 14 Lobby Day kick-off or congressional reception, we encourage you to **schedule Senate meetings in the morning and House meetings in the afternoon** (if possible).
 - **Be persistent until you get a response.** Ask aides in the District office for help if you are not getting a timely response from the D.C. office. If you need help, [contact RESULTS staff](#).
 - Confirmation: Once you have a meeting, thank the scheduler, and let them know you will be reconfirming your meeting the week before. **Please complete a [lobby meeting confirmation form](#)** so RESULTS staff know and can provide support if needed.

- May - June: Attend a lobby prep call.** RESULTS will schedule several lobby prep "office hours" before the Conference to help you prepare for your meetings. Plan to attend one or more of these meetings and encourage others from your group to attend. If you need specific lobby prep help, please contact Katie Fleischer (kfleischer@results.org) to schedule.

- May - June: Collect handwritten letters and print media** from constituents and fellow group members, action network members, and partners, especially those who can't attend the conference. **Bring these with you to deliver on the Hill!**

- June 1:** Submit any fun photos you have of your group(s) for the opening slideshow video at the National Conference. Please note the group name in the photos. Photos can be sent to communications@results.org

- June: Read through the preparation materials and leave-behinds.** Policy briefs, lobby meeting leave-behinds, and other materials will be available on the [RESULTS National Conference page](#). They are great primers on our issues and legislative requests! Note: RESULTS will provide lobby leave behinds and other important lobby materials to you in DC.
June: 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. For guidance, [please register](#) for our **Researching Your Members of Congress webinar on Thursday, June 11 at 8:30pm ET.**

- July 12-13: Prepare for your meetings.** When you are in DC, prepare your meeting agenda with your group, assign roles, and practice (note: there is time built into the Conference agenda for you to do this). You can use this lobby planning form as a guide. ([Word/PDF](#))
 - **Review the issues and the asks discussed at the Conference.**
 - **Prepare and practice your EPIC laser talk:** [Watch this video explainer.](#)
 - **Prepare printed media (LTEs, Editorials, Op Eds), handwritten letters, and stories.** Keep these in the leave-behind folder with other leave-behind materials (RESULTS will provide a folder for you in DC).
 - **Prepare the logistics.** Know where the office is located and give yourself ample time to move between buildings and go through security. More information will be made available in your welcome packet.
- Friday, July 10: Reconfirm your lobby meetings.** Email or call the scheduler and/or the aide to confirm the meeting time and location. Send any relevant information.
- July 14-15: Please complete a lobby report for each meeting.** [Please use our online form](#) to share details about each of your lobby meetings (including photos). This information is critical in helping us formulate next steps in our advocacy.
- July 15-16: Send a thank you note and follow-up email to the aides you met with.** Remember to send a thank you note to the office for meeting with you. Please reiterate your requests and follow up on questions during the meeting.
- Week of July 27: Follow up with the aide again.** Email or call the aide to check the status of the requests you made in your meeting.

Resources:

- [RESULTS National Conference page](#)
- [Build a Better Future campaign page](#)
- [Working with Congress](#)
 - [Lobbying How-To's](#)
 - [119th Congressional Scorecard](#)
 - [Champion Scale](#)
- [EPIC Laser Talks](#)
- [Lobby Meeting Reporting form](#)

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