How to Structure Your Lobby Visit

Best Practices

Identify Yourself and the Group You Represent.

Make sure the elected official knows who is in the room, and is clear about the Alliance's electoral power in the legislator's district.

Get the Meeting Started and Be Aware of the Time

Meetings usually are 45 minutes or less. Pay attention to the time. After introductions, say why you wanted to meet with the Member and what you hope to gain from the meeting.

State Your Position Clearly

Tell the elected official the key facts on your issue, being sensitive to what this particular legislator is interested in. Be clear and specific about what your position is on the issue.

Get the Elected Official to Take Action

Ask specific questions including how your elected official stands on your issue. Ask for a clear position on your issue, and do not give up until you have an unmistakable "yes" or "no." If the legislator is supporting you, ask for a specific action in support, such as holding a press conference with Alliance members.

Take pictures!

Take a picture of yourself before the meeting using their name plate as a backdrop. Ask the member or the staff member if you can take a picture together. Email copies to the Alliance in Washington, D.C and post on your Facebook page. (Refer to Photo Guide for more tips.)

Debrief

Talk with your group about how your meetings went, come to agreement on the minutes and what happened in the meeting, and discuss how you could refine your message in the future. Fill out the Lobby Report Back Form either online or on paper and get back to the national Alliance as soon as possible. This information is critical to our work advocating on behalf of retirees.

Follow Up

Write letters thanking the elected officials for their time and reminding them of commitments made to you during the meetings. Include any additional information they requested in the meetings.