



How to Structure Your Lobby Visit Best Practices

Request Lobby Visit

Contact the local district office, introduce yourself, who you are with and that you would like to request a virtual district lobby meeting with the member of Congress during the Presidents Day recess.

Report Lobby Visit and Hold Planning Meeting

Once your date is set, call a meeting of Alliance members who plan to participate in the visit. Review the talking points and fact sheets and assign speaking roles. Members of the national Alliance team are available to join this practice upon request. [Submit the details of the lobby visit using this tracker.](#)

Identify Yourself and the Group You Represent

Make sure the elected official or their staff 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 or their staff the key facts on your issue, being sensitive to what the 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 about where 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 screenshot picture of your virtual meeting to post and send to the national Alliance.

Debrief and Follow Up

Talk with your group about how the meeting went, come to agreement on the minutes and how the legislator responded according to the Lobby Report Back Form. Designate a member of your group to [send the report using this form](#) and send pictures to Mobilization@RetiredAmericans.org. Write letters thanking the legislator and their staff for their time and remind them of the commitments made to you during the meeting. Include any additional information they requested in the meeting.

