



## Statehouse Lobby Corps

### How to Lobby

When lobbying a legislator, speak from personal experience whenever possible. As you relay anecdotes, talk about why the issues are important. The following are a few easy pointers to ensure a successful lobby visit.

#### PREPARE FOR THE VISIT

- Schedule an appointment, if necessary.
- Think of personal anecdotes to speak about regarding the issues that you will be discussing with your legislator.
- If you lobby with a group of people, designate a lead spokesperson before your appointment.
- Know something about the legislator before your appointment (for example, her or his voting record and position on issues).
- Know the number of the bill or proposal and something about it.
- Dress neatly.

#### DURING THE VISIT

- Be cordial to the secretary.
- Be on time, but be prepared to wait.
- Introduce yourself and the group you represent.
- Try to find common ground between you and the staff or legislator.
- Prioritize your points and stick to the subject (this is especially important if your meeting is cut short).
- Try to keep the discussion focused on your talking points.
- Listen carefully. If you do not understand something, ask for an explanation.
- Ask the legislator or staff member to clarify her or his positions.
- Be honest. Tell the legislator or staff member that you will get back to her or him about any questions that you cannot answer.
- Do not be angry or hostile, but do not be afraid to be assertive.
- Prior to leaving restate your points.
- Thank the legislator, staff, and receptionist for meeting with you.

#### AFTER THE VISIT

- Immediately after your visit (if possible), complete and return the lobby report form (see the tool kit) to the lobby corps coordinators so they can arrange any necessary follow-up. Note any unanswered questions or information. If you are meeting with a member of the U.S. Congress, let the national AAUW Public Policy and Government Relations Department staff know what you learned by sending an e-mail to [votered@aauw.org](mailto:votered@aauw.org) or filling out an online report form.
- Write a thank-you letter to the legislator summarizing your priority points.
- Find out when you can arrange another visit with the legislator or staff member.