

7 STEPS TO LOBBY LIKE YOU KNOW WHAT YOU'RE DOING

1. Gather your people power!

- Find a few other like-minded constituents, who live in your district and feel strongly about the issue, to lobby with you.

2. Schedule a meeting through your representative's office.

- If you don't know who your state representatives are, look them up at <https://www.legis.state.pa.us/cfdocs/legis/home/findyourlegislator/>. For US reps, check <https://www.house.gov/representatives/find-your-representative>.
- Contact the office in your preferred location--local, Harrisburg, or Washington, D.C.--and ask for a meeting with the representative. Indicate how many people you'll bring and what you'd like to discuss. If the representative is unavailable, request to meet with a staffer.
- Be prepared to give the scheduler the full names and addresses of each group member.
- Follow up until you have a date on the calendar.

3. Strategize with your group.

- A week or so before your meeting, make a plan with your group. (If you're flying solo, take some time to make your own plan!)
- Be clear about what the issue is and what your ask to the representative will be (e.g. to vote for or against a bill, to co-sponsor a bill, to introduce new legislation)
- Decide who will say what in the meeting. Will each member of the group speak to a different aspect of the issue? Will each person tell a personal story? Do what makes the most sense and feels comfortable to the group.
- Figure out where and when you'll meet on the day of the visit.

4. Do your homework.

- Try to find out what your representative's position is on the relevant issue or bill. Check their website or look up how they voted on related bills in the past.
- Read up on your subject. You don't have to be an expert, but you should be informed enough to make a reasonable case for your ask and respond to some basic questions.

5. Collect your materials.

- Gather any notes you might want to refer to during the meeting.
- If you are discussing a specific bill, make two copies of the bill--one for you and one for your representative. (Don't be surprised if they haven't read it!)
- Print any fact sheets, articles, or reports (from reputable sources) that you'll leave behind.

6. Do your thing.

- Gather with your group at least 10-15 minutes prior to the meeting for a quick review.
- Get to the representative's office on time and introduce yourselves.
- Say what you have to say. Be firm. Be passionate. But try to be respectful.
- Make your ask. (Remember, that's the thing you want your representative to do.)
- If you don't know the answer to a question, admit it. Find out later and follow up.
- Leave your materials, get contact information for any staffers, and say thank you.

7. Follow Up

- Within a couple of days of your meeting, send a follow up letter or email.
- Thank the representative again for the meeting and request that they follow up with you once they have fulfilled the ask (if they committed) or have made a decision on the ask (if they did not commit). Recommend a timeline, and follow up again if you don't hear back!