

Roadmap for Legislative Meetings

Faithful Resistance Advocacy Day February 25, 2026

Start by designating a group leader and a note taker. Fill in the details as you plan your visit, using the blank spaces provided on the left side to note the amount of time each part of the meeting will take. This roadmap will be your guide during your visit, but you are welcome to customize it as you like.

Name & District Number of House Representative:

Name of Senator:

Group Meeting Time:

Meeting Location:

Meeting Connection Details (meet 10 minutes beforehand at the door.):

Roles for Meetings

Group Leader Role

Name:

Email & Phone Number:

Before meeting:

Work with group members to complete the roadmap.

Email members ahead of time to confirm the time and location of the meeting.

Decide when and how your delegation will connect before the meeting.

During meeting:

Ask your delegation to arrive outside the office 10 minutes before the meeting.

For meetings with representatives and senators, arrive at the office buildings with enough time to show an ID, sign in, and get a pass from security.

When you arrive at the appropriate office, introduce yourself and the team to the receptionist.

Facilitate flow of conversation among delegation members, with one eye to inclusivity and the other on the clock.

Make sure the ASK is repeated clearly.

During the visit, it is critical to keep to the roadmap by calling on members of the delegation to speak and prompting the legislator/staffer to ask questions.

Note Taker

Name:

Email & Phone Number:

Collect the names and contact information of everyone in the meeting to send to the legislator/staffer after the visit. Be prepared to document results of the meeting and enter them into a form we may provide.

Delegation Members/Storytellers

Names:

Emails & Phone Numbers:

Prepare a story about why this issue matters to you. You don't need to be an expert—your legislators work for you and care about your opinions. Telling your story is an important way to connect with the values and priorities your legislators care about, and it can help change their minds. Ask follow-up questions to learn more about the members' position on the issue. Keep to the time your group decided on for your story; have a watch or clock in front of you.

Remember: Be polite and respectful! This meeting is part of building a relationship.

Roadmap for Meetings

_____ 1. **Introduce yourselves.** **Group leader** briefly introduces the group participants, explaining who the group is, where participants live in the district, and your relevant faith, community, and professional affiliation. **Note taker** explains to the legislator/staffer that the group will provide a list of the delegation members in a follow up email. Ask for the appropriate contact information if you don't have it. Participants introduce themselves briefly including where they live and if they are a constituent. *Suggested time: 5 min.*

_____ 2. **Time:** **Group leader** confirms how much time the legislator/staffer has available to meet with the group.

_____ 3. **Specific Request:** **The delegation member** introduces the ASK.

_____ 4. **Tell your stories.** **Delegation members/Storytellers** explain why you care about this issue, what it means to your community, and how it relates to the ASK. *Suggested time: 10 min.*

» Story 1:

» Story 2:

» Story 3:

_____ 5. **Listen: Respond to and ask follow-up questions.** **Delegation members** ask for and listen to the legislator/staffer's responses to your request. 10 min

_____ 6. **I'll get back to you:** If you don't know the answer, write it down, research and follow up.

_____ 6. **Ask for commitment: repeat the ASK.** **Delegation member** repeats the ASK and reminds the legislator/staffer that the note taker will send an email with the names of delegation members.

_____ 7. **Gratitude: Group leader thanks the legislator/staffer.**

_____ 8. **Post meeting follow up.** Note taker emails the legislator/staffer within three days of the visit to thank her/him and to send the list of delegation members.

Adapted from FCNL's Virtual Lobby Visit Roadmap - 245 2ND STREET NE » WASHINGTON, DC 20002 » FCNL.ORG »
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