

10-Minute Constituent Lobbying Checklist

No.	Activity – check when completed	Done	Staff *
	Preparation for meeting with lawmaker and/or staff		
1.	select team members using shared characteristics, as available		
2.	does state ethics law require you to register?		✓
3.	make appointment, include who you are and what you want to discuss		
4.	get meeting materials, handout, outline of your presentation		✓
5.	prepare and practice your 10-minute presentation		
6.	prepare and practice for a 15-minute presentation, if needed		
7.	get your group’s promotional items for everyone in lawmaker’s office ¹		✓
	In the meeting		
1.	your number one goal in this meeting <i>is to be liked!</i>		
2.	use breath mints		
3.	smile, friendly tone		
4.	no exaggerated claims		
5.	show no disappointment if you meet with staff and not with lawmaker		
6.	introduce team members, constituents, your group, bill name or topic		
7.	name bill sponsor, if one exists at this time		✓
8.	constituents mention “home” and some links they have with lawmaker		
9.	mention you have been a supporter (but do not mention \$ to campaign)		
10.	identify supportive constituents, in-district and out-of-district		✓
11.	identify supportive lawmakers of same party or political persuasion		✓
12.	identify supportive special interests liked by lawmaker		✓
13.	give 30-second overview of bill’s facts; be prepared to give more detail		✓
14.	show how your position will benefit lawmaker’s constituents		✓
15.	show how your position will benefit lawmaker him/herself		✓
16.	show how your position will benefit the state		✓
17.	personalize your need for a lawmaker’s support of your position		✓
18.	give reasons to support your group		✓
19.	disclose opponent(s)		✓
20.	brief lawmaker on opponent’s issue (don’t make their case for them!)		✓
21.	explain why opponent’s arguments are wrong		✓
22.	ask if more information is needed		
23.	ask/don’t ask for sponsorship, vote or other action based upon goals		
24.	thank lawmaker and staff for time and attention		
25.	leave supporting information – no more than 2 pages, one leaf		✓
26.	leave your group’s promotional items for everyone in office		✓
27.	remind your members, “you have no authority to commit our group!”		
28.	refer lawmaker’s requests and questions to your group’s lobby team		
29.	send short thank you note to lawmaker; include praise for staff person		
30.	report to your group’s lobbying team on your visit		

* check in column indicates information is supplied to constituent by lobbying team

1. lobbying team ensures that contact and any gift giving conforms to state’s ethics/gift laws