**Make Your Voice Heard: A Road Map for Your In-Session Lobby Visit**

***Before the Meeting***

Each delegation should be in communication in the days ahead of the meeting and make these assignments (with adjustments for the number of people attending):

1. Schedule coordinator – confirms meetings and attendees a few days ahead, while sending the list of Quaker Voice priority bills
2. Group leader – opens meeting, gives the thank you, then towards the end of the meeting, asks what we can do to help the legislator, watches time and brings things to a close after 14.5 minutes, thanks the legislator for their time.
3. Bill presenter(s) – present(s) each bill in no more than 30 seconds. With enough group members, this task can be divided, usually by issue area.
4. Note taker – keeps track of the legislator’s positions on bills. If they oppose any of our priorities, takes notes on why. Sends the thank you note after the meeting with names, addresses, and emails for everyone who attended. Fills out the legislative visit report in the Take Action section of the Quaker Voice website.

Because of the very tight timing, it is helpful for the delegation to have a timed practice before the actual meeting. This can be done online ahead of Quaker Lobby Day itself. Depending on the timing of meetings, in-person delegations may be able to do this over lunch and online delegations will have breakout rooms available in the main Zoom session to do the same.

Your delegation should gather whether in person or online at least five minutes before the call is set to begin. If you are online, you will not be able to communicate with each other in the session itself until the staffer opens the online meeting. So please check in with an email to the group to let them know you are present. Everyone should have the scheduler’s email and mobile phone number in case there are problems connecting.

***During the meeting:***

* The group leader opens the meeting by thanking the legislator for their time and calling on group members for introductions.
* Each person introduces themselves – just name, pronouns if desired, Quaker meeting if applicable, and place of residence.
* The group leader presents a 30-second “thank you” for the member of the legislature for something they have done that you appreciate.
* A delegation member presents the bills and issues we are asking them to support. As the bills are presented, designated delegation members may share a story to express why action on the bill is important. With nine bills to present in 15 minutes, the stories must be brief.
* The delegation listens to the staffer or legislator responses and asks questions and the note taker writes down their answers.
* The group leader asks what you can do to help them.
* The group leaders thanks the staffer or legislator again for their time.

***After the meeting****:*

* The note taker sends a thank you note, including the names, addresses, and emails of everyone who attended. The note taker also fills out the [legislative visit report](https://www.quakervoicewa.org/legislative-visit-report/) in the Take Action section of quakervoicewa.org.