



## Lobbying Tips for Physicians

### Meeting with Your State & Federal Elected Officials

#### Setting up the Visit:

1. Contact the office 3 weeks prior to your planned visit. Most offices require the request be in writing, list the names (and home towns) of those who will be visiting. Also, mention what issue you want to discuss.
2. Call the office within 2 days to confirm receipt of the request and schedule the visit.

#### Preparing for the Visit:

1. Prepare talking points. Expect to spend 12-15 minutes (at most) with the staffer.
2. Have a tangible “ask” that the office could commit to doing, such as becoming a cosponsor of legislation, voting for (or against) it, offering an amendment, etc.
3. You’ll also want to have information to leave behind about the issue and your request.

#### At the Visit:

1. Show up on time (or 5 minutes early).
2. Introduce yourselves to the staffer.
3. Review talking points.
4. Make the “ask” and get a commitment (if you can).
5. Ask if you can provide more information.
6. Thank them for their time. Ask for a business card or other way to follow up.

#### After the Visit:

1. Send a thank you note and follow up with any information that was requested.
2. Follow up about the commitment. Show appreciation if they have signed on as a cosponsor, etc.
3. Please send a brief summary of your visit to [becky@npalliance.org](mailto:becky@npalliance.org), be sure to highlight questions asked by staffers and opportunities for follow-up.

**If you have questions or need assistance please contact Becky Martin, NPA Advocacy Director, [becky@npalliance.org](mailto:becky@npalliance.org) or c: 941/518-7051**

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