To: womens-caucus@gp.org  
Subject: [Womens-caucus] How to start scheduling a lobby from your state

1 Sue, I am going to see if we can get someone to create a website or a repository like you suggest. I do not think you are alone in being off FB and it's not the best place to have info organized on anyway.

2 The first thing you can do is check with your state to see who is going. The goal is at least 2 from each state with 4 from Florida and New York and 6 from Texas and California. There is not a limit if more can go. A team of at least 2 would go and one does the speaking and the other records the vibes and response.

3 Once you have an idea of how many lobbyists, divide up the appointments. For example, if a state has 9 Congress members add 2 Senators then that's eleven appointments to be made. You can get all the info that you need at: www.house,gov

4 Call the number and ask for the scheduler for each Congress member and both senators. Then make an appointment with the aide on campaign finance. It would it would be for 10-15 minutes - sometimes they can last longer if you get a nibble of interest. Tell them that "I am with a team that represents Greens and other constituents from state X and we have some campaign finance matters that we would like to discuss with you and find out Congress Person X's view on them. Do you have about 10 or 15 minutes on Monday, April 1st -- perhaps 10 am?" Go from there to get a time. It's either "Great. Thank you! We look forward to seeing you then" or "Is there a better time that day?

5 The R's sometimes difficult to schedule with, but we have run into D's that are not GP fans - so you can just say you are representing constituents from state X... Don't give up. Worst case, you can just drop in their office when there and ask then or leave info. But try to schedule.

6 We (in Florida) plan to start calling right now and get an appointment on the hour like 10 am, 11am and 1 pm. This leaves 3 pm open, if needed. Some offices tend to empty at 4 pm. This spacing gives us a little reflection time on what to do better next time, what not to do and also to get from office to office.

7 If you know that several of your Legislators are in the same office, it helps to try and get them scheduled together. It all depends on how much time you plan on being there. You may want to condense the schedule as much as possible or you may take a more leisurely approach. 2 of us did 27 visits in 5 days rather intense - this time we can go more leisurely since we have 4 people going. If you can get the appointments early, there's a better chance of getting the time that works best for you.

8 The beauty of this is that each state can make their own grassroots decisions about their approach. Once you have scheduled, we will get to the details of how to do it and what to say, etc.

9 An example:

AlabamaDistrictNamePartyOffice RoomPhoneCommitteeAssignment

1stByrne, BradleyR119 CHOB(202) 225-4931

2ndRoby, MarthaR504 CHOB(202) 225-2901

3rdRogers, MikeR2184 RHOB(202) 225-3261

4thAderholt, RobertR1203 LHOB(202) 225-4876

5thBrooks, MoR2246 RHOB(202) 225-4801

6thPalmer, GaryR207 CHOB(202) 225-4921

7thSewell, Terri A.D2201 RHOB(202) 225-2665

So add in the Senators and with 9 visits to do, Alabama's 2 lobbyists could be done in 2 or 3 days.

Here is the key to which buildings they have their offices in:

CHOB: Cannon House Office Building

LHOB: Longworth House Office Building

RHOB: Rayburn House Office Building

So 3 are in the Cannon Building, 3 in Rayburn and one in Longworth. Below the Longworth Building is a decent cafeteria that you can use for lunch. Do the same for <http://www.senate.gov>

10 Keep in mind that the group photo, press conference and event will be on Wednesday the 4th - so try to be there for that. Jennifer