

**Lobby Day
Questionnaire**

Appendix

H3



Pre-Registration/Structure

Is this event part of your annual conference or a specific lobby day event?

If part of an annual conference:

- Will participants register separately for the lobby day?
- What addresses will we have for participants (note: home vs. work addresses can yield different representatives)?
- If they do not register separately, how will participants know that meetings are being scheduled for them?

Registration Process/Participant Info

What addresses are being collected (home or work)? Do registrants understand that meetings are being scheduled based on the address received?

How will addresses be cross-matched?

When is your registration cut-off date?

Will you have late and/or on-site registrations?

What types of participants do you have?

- Individual advocates (will meet with their one representative and two senators)
- Business owners/employees (may meet with multiple representatives and senators based on business location)
- Board/Chapter heads/others (may meet with multiple representatives based on region)
- Some combination of the above

How will specific address information for additional meetings (i.e., additional facility locations) be collected?

Will there be group/state coordinators to coordinate messages and be a point of contact for last minute meeting changes?

Are there subgroups to consider (board members, chapter leaders, etc.)?

Will you be able to collect cell phone numbers for participants (to have on hand for last minute changes)?

Scheduling Process

What is your timeframe during the lobby day for meetings (i.e., all day, morning only, etc.)?

Does your group have any mobility concerns that will impact meeting schedule?

What time will most participants be leaving? If earlier flights are arranged for some, how will that information be transmitted to those scheduling?

Will other subgroups be scheduling meetings on their own as well?

Is your priority getting meetings early or getting meetings with Members?

Reports

What reports are needed? For participants? For lobbyists? For staff? For others?

How many copies of the all meetings by time/all meetings by state report are needed?

Will you need printouts of all meetings in individual states for state coordinators? If so, how many for each state?

Will you have a photographer? Will he or she need a printout of all meetings scheduled with elected officials?

On Site Coordination

When would you like the individual itineraries to be handed out?

How would you like that process to work (individuals check in by last name or schedules organized by state)?

Will you be able to provide a flip-chart or other public display board to post last-minute changes? How will you ensure that people know to check the change board?

At what point in your program will you explain the schedules and the process/expectations for a Congressional meeting?

How will participants be getting from the conference to the meetings?

Will you have rooms in the House and Senate set-aside for the between meeting use of your participants?

Leave Behinds/Materials

What leave behind packets will you need?

What materials will you need for participants?

How will you capture information about what happened in meetings?