

# OFFICE VISITS

## Team

Name

Phone

Email

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The ultimate goal of organizing around the issues you care about is to persuade elected officials to support your position on those issues. We use a variety of tactics to achieve this goal—one of the most effective being an in-person visit to an elected official’s office. Meeting face-to-face with an elected official or his/her staff is your opportunity to share your story with the people who represent you in making policy decisions.

**There are three types of office visits our team could plan. Select one:**

- Drop-in visit     Sit-down meeting with a staffer     Sit-down meeting with the elected official

**Drop-in office visits** should show elected officials that an abundance of people in a community stand with you on a given issue. Drop-ins are most effective when they occur in a steady stream throughout the day or a period of days.

**Questions to answer when planning this event:**

## Logistics

What day will you plan your office visit drop-in event:

What time will the drop-ins be?

*E.g. 9 a.m.-1 p.m. at 30 min intervals;  
5 people at each shift*

Who will create the drop-in schedule?

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## Recruitment

How will you recruit volunteers to drop in?

How will you communicate logistics and messaging with volunteers?

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**Sit-down meetings** should be scheduled in advance, be attended by at least a handful of people, and should have an agenda. This is your opportunity to ask staffers about the elected official's position, discuss concerns about the issue at hand, show community support for the issue, and to share meaningful personal stories about how this issue impacts constituents. If you get a meeting with the elected, it is an opportunity to talk to and hear from the elected official directly. This is a powerful opportunity to directly influence the elected official's view on an issue.

**An effective sit down typically follows the following agenda:**

- 1. Introductions / 2. The Issue / 3. Ask the member about their stance on the issue / 3. Explain your stance on the issue / 4. Share personal stories and key facts / 5. Next steps / 6. Request a follow up meeting / 7. Thank you

## Logistics

Who on your team is reaching out to schedule the sit down?

Where is the elected official's office?

What day is this event be?

What time will this event be?

Who will reach out to local press?

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How are we going to make this event effective for our issue? (This could including thinking of questions in advance, bringing targeted signage, preparing personal stories.)

## Recruitment

List some ideas the team has as to how you will make sure your community knows that this Office Visit is happening and how they can participate? Make sure to plan out who will take on each outreach idea.

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Who is responsible for confirmation calls? \_\_\_\_\_

## Next Steps

When will this team meet again?

Date:

Time:

Location:

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What do you need from OFA? (Email [organizing@ofa.us](mailto:organizing@ofa.us), please include your city and state)

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