



WOMEN WORK! ADVOCACY DAY 2007

How to Prepare for Hill Visits

The chance to meet face-to-face with your U.S. Representative and Senators is an exciting and important part of the Women Work! National Conference. Make the most of your meeting time by being prepared. Use this sheet and other worksheets prepared by Women Work! to help make your meeting a success.

Do your homework.

Make sure to visit your Senators and Representatives' websites and be able to answer the following questions about your Senators and Representatives:

- What committees do they serve on? Visit the Advocacy Resources page, under the Policy and Advocacy tab of the Women Work! website to find out which committees have jurisdiction over issues that affect women's economic security.
- Do they hold other key leadership positions (e.g. Majority or Minority leader, Speaker of the House)?
- Have they supported programs similar to yours in the past?
- How have they voted on women's economic equity issues in the past? ([Click here](#) to view vote information compiled by the American Association of University Women.)
- Do they have "pet" issues that might be relevant to your cause (i.e. education, equity, poverty, economic development)?

You can also ask Women Work! to provide you with a profile of your Senator or Representative. Email Mary Bruce at mbruce@womenwork.org.

Plan your message.

Know what you are going to say and how you are going to present it. If applicable, consider using Women Work!'s worksheet on Telling Your Program's Story. Some tips to remember:

- Be concise. Meetings do not usually last for more than 20-30 minutes, so know how to get all your points across in this amount of time.
- Make it personal. This is the most important thing that you can do in a lobby visit.
- At the briefing before the Hill Visits, Women Work! will provide you with talking points and a specific "ask" that you can make of your Senators and Representatives.

Develop and organize materials about your program to leave behind. Plan to bring information about your program with you to Arlington for the conference. Examples include: newsletters, annual reports, brochures, and press releases. The most powerful literature will show how effective you are at helping women enter, re-enter, and advance in the workforce. And remember:

- Bring at least three copies for each meeting you have.
- Congressional staff and especially Members of Congress are unlikely to read anything that is too long or involved. Be sure that the material is concise and well organized.
- Women Work! will provide information fact sheets and other materials for you to leave on key policy issues.