

Citizen Advocacy Checklist (2026)

How to Prepare for an appointment with your lawmaker
As an individual or as part of an organized Lobby Day

All documents can be found on KCC's Legislative Resources Page:
https://kyconservation.org/legislative-resources-2026

First, identify the issue you wish to talk about. KCC will have links on their Resources page that will contain background information for you on several current issues and one-pagers that can be left with lawmakers.

Identify who your legislators are: Go to the Legislative Research Commission website to find your legislator in either the House or Senate and how to contact them:
https://apps.legislature.ky.gov/findyourlegislator/findyourlegislator.html.
https://apps.legislature.ky.gov/Legislators/contact_legislator.html

Schedule an appointment, by phone (Legislative Research Commission Switchboard: 1-502-564-8100 and then ask to talk to the staff of your legislator) or by e-mail (for lawmaker email addresses, see http://www.lrc.ky.gov/whoswho/email.htm). **Ask to whom the meeting request email should be sent**, and get their email address. **Then, send a formal email** requesting a visit (Sample email below).

Sample Email to Request a Visit

Dear [Name],
My name is [xx] and I am a constituent of [Senator X / Representative X].

I would like to request an appointment with the [Senator / Representative] on [date and time] for myself and other fellow constituents to talk about [issue or specific bill number]. If the [Senator / Representative] is unavailable, I would like to meet with the appropriate staff member who covers this issue. I can meet in person or provide a Zoom link or conference call line for this meeting; please let me know what your office prefers. I expect to be joined by [X] people. Please feel free to contact me at [phone number and email] should you have any questions. I look forward to this visit!

Thank you, [Name]
[Email Address] [Phone Number]

When you call your legislator's office: Be courteous to the staff on the phone. Explain who you are, if you represent a particular entity (neighborhood association, group of concerned citizens, etc), that you are a constituent, and that you would like to meet virtually with the senator or representative to discuss the issue. Ask the staff if you should supply the videoconference link for a virtual meeting or if the lawmaker's staff prefers to set that up themselves. (KCC can also supply a zoom session for your appointment if you do not have a videoconference account of your own).

You may schedule a visit just by yourself, but it is also effective to consider working with a team. Your ideal team should include no more than six people and include:

- Ideally one or more people who live in the lawmaker's district
- Ideally one person who can speak to the technical aspects of the specific issue you are concerned about
- Ideally one person who understands the legislative process, such as a representative from KCC. We are always glad to support any individual or team who wants to meet with their lawmaker. Call us at 502-209-9659 and we can assist.

You are there to tell your own story as to why an issue is important to you, but it is often helpful to have a couple friends or an issue expert along. You can ask a colleague to help take notes or help you stay on point.

Once your appointment is set, call or email us at KCC! We can help you prepare for your visit and would also love to hear how your appointment went. We can also offer our zoom account for setting up a virtual meeting if you wish to have a virtual meeting with your lawmaker (some lawmakers may prefer using their own videoconference account).

If you successfully schedule a visit weeks in advance, **follow up with the Legislative office a few days before the meeting** to confirm the appointment (as lawmaker's schedules can change frequently). Also, if the number of people attending the visit changes over time, keep the staff person informed. Some staff request a list of attendees prior to the meeting.

Preparation for your meeting

Next, review roles and responsibilities with your team in advance of your meeting (who on your team will lead, who will take notes, etc). Share any background information or talking points with them in advance (KCC can help you prepare talking points and issue papers).

It is also strongly recommended that you prepare a one-page leave-behind brief for your lawmaker on the issue you are covering. The paper should recap the issue, your position, and what action you want your lawmaker to take. KCC has prepared leave-behind briefs on several issues on our Resources page and we can also prepare one for your specific issue.

During your visit

- Introduce yourself as the constituent who set the meeting
- And then introduce everyone else who is participating
- Give an overview of the issue you are wanting to address. If it is a specific bill, be prepared with the bill number. Give specific information about how the bill or issue

impacts you and your community. Be clear on your "ask" on what you would like your lawmaker to do.

- Be professional and courteous even if you think your legislator does not support your position. It is ok to disagree—just make sure they understand how the issue impacts you personally.
- But don't use the entire time for talking…provide lots of time in the appointment for **listening.** Many times lawmakers can provide much broader information about an issue, or will ask good probing questions, if they are given ample time to speak.
- If you are asked a question you don't know the answer to, **don't make it up**. Just say you will get back with them with the information they need.
- Make sure your conversation includes a clear "ask." What do you want your lawmaker to do with your issue?
- Make sure and thank them for their time.
- Follow up a few days later to thank them via email for their time again, and include any additional information or answers that your lawmaker requested.

Manage Your Time and your "Ask." Plan on being early and respecting people's time constraints. Realize that the official you will visit may be juggling multiple appointments, so be early and be flexible. They may also not have had time to fully understand the legislation or issue that concerns you. You don't need to be an expert yourself either, but you should be prepared with basic information such as the issue, bill number, and your proposed solution.

Report Back: We would love to hear how your meeting goes, as it may help inform future actions. You can find a report-back form here: https://forms.gle/vL2PbrYY48rFZj259