**How to Schedule a Lobby Day at the Ohio Statehouse:**

**1.) PICK A DATE -**Work with your group to figure out a day when several people could come down to Columbus to meet with legislators.

You should pick a Tuesday, Wednesday, or possibly a Thursday when the Statehouse is in Session. That's when the most legislators will be in town.

* **Session Schedule** (this changes a lot. Keep checking back): <https://www.legislature.ohio.gov/schedules/session-schedule>
* **Legislative Calendar:**<https://www.legislature.ohio.gov/schedules/legislative-calendar>

 **2.) BOOK A MORNING MEETING SPACE -** It's good to have a meeting place for your members to gather in the morning. Do you know anyone with office space near the Statehouse who will let you borrow it?

If not, you can ask the Ohio Democratic Party if you can use their main room (OAPSE). You can also ask Innovation Ohio if you can borrow their meeting room.

* NOTE: You should bring coffee/bagels for folks in the morning if you can. People love that!

 **3.) SPEAKERS -**Decide if you want any kind of speakers to talk to your members in the morning. Do you want someone to come give them lobby day tips? Someone to come teach them about the bills they're lobbying for? If so, you'll need to schedule those speakers to come in the morning.

I am happy to come give lobby day tips as well if you'd like!

 **4.) SCHEDULE LEGISLATOR MEETINGS -**Once you have a date and a morning meeting place, you can start calling legislators to schedule meetings. Build a whole day of meetings. Then let your group members pick the meetings they want to attend.

* NOTE:  Make sure the legislator meetings start AFTER your morning speakers are done presenting! So if you have coffee/bagels at 8:30 and speakers talking to your group at 9:00 and 9:30, make sure your first legislator meeting isn't until 10:30.
* Some legislators it might be good to meet with:
	+ Senator John Eklund
	+ Senator Sean O'Brien
	+ Any member of the House Criminal Justice Committee: <http://www.ohiohouse.gov/committee/criminal-justice>
	+ Any member of the House Subcommittee on Criminal Sentencing: <http://www.ohiohouse.gov/committee/criminal-justice-subcommittee-on-criminal-sentencing>
	+ Any member of the Senate Judiciary Committee: <http://www.ohiosenate.gov/committees/judiciary>
	+ The Senators or Reps who represent you/your area. Scroll to the bottom of this page and type in your address to find yours: <https://www.legislature.ohio.gov/legislators/district-maps>

 **5.) SIGN-UPS**- Have your groups members sign up ahead of time for the meetings they can attend. Make sure you've got 1-4 people scheduled to attend each legislator meeting!

* NOTE: Think about how you want to promote this event.
	+ Do you want to make a Facebook event?
	+ An EventBrite signup link?
	+ A flyer to email out or hand out?
	+ Think through how you will find attendees to sign up for meetings!

 **6.) TRANSPORTATION -** How are your members getting from your morning meeting place to the Statehouse? Can they drive themselves? Walk? Should you have someone available to drive them?

 **7.) MATERIALS** - Some materials you might want to create:

* Talking points - so your members know what to say in their meetings.
* A tip sheet on how to lobby legislators.
* A handout to leave with each legislator's office.
* A schedule of the day's meetings and where each meeting is.
* A list of who is attending each meeting.
* A sheet explaining where to park and how to get through security.
* Any other materials you want them to have with them!

 **8.) END OF THE DAY -**Think about the end of the day after all the meetings are done. Do you want everyone to head back at your morning meeting spot to discuss their day? Do you want them to meet you someplace at the Statehouse? Do they need to drop anything off to you? Just think through how you want the day to end!

 **Other possible things to consider:**

* **T-SHIRTS:** Do you want to make t-shirts so your members are easily distinguishable in their meetings? Is there a color you want legislators to associate with your issue?
* **LUNCH:**Do you want to feed your members lunch? If so, you'll need to plan that into your day as well.
* **SURVEY/FEEDBACK:**Do you want your members to fill out a survey or feedback form about how their day went? You'll need to create that!
* **PARKING/SECURITY:**When you're scheduling your day, remember to include travel time, parking time, and Statehouse security into your plan. I can help you with these things if you need more info!

That should be about it. Please let me know any questions you have along the way! I'm happy to help however I can. I'm sorry I can't do more. I'm starting a new job and will probably be very busy for a while. But you can do this! Once you've scheduled attendees and legislator meetings, everything else will fall into place.