



PRE-LOBBY DAY CHECKLIST

This checklist will ensure that you feel adequately prepared, excited, and informed so you can have the greatest impact possible during your Virtual Lobby Visits on Americans United's National Day of Action!

Please complete all of the items on this checklist below prior to the morning of September 15 in order to participate in Virtual Lobby Visits with members of Congress. This will take you from 30 minutes to an hour to complete. We have a packed schedule for September 15—there is no time set aside on the National Day of Action for you to review these materials.

If you have any questions about these materials, reach out to AU's policy team by emailing lobbyday@au.org, and we'll be happy to help.

Technology Needed to Participate in the Day of Action: Computer with access to the internet, a webcam, and/or microphone, and a phone.

- (2 minutes) [Review the schedule for the National Day of Action.](#)**
Please note that the times on the schedule are in Eastern Standard Time and adjust to your time zone.
- (30 minutes) [Watch our Lobby Visit Training video.](#)**
In this short training, we inform you about the logistics for the day, discuss strategies for lobbying, and teach the basics about the Do No Harm Act, the bill you will be lobbying for.
- (10 minutes) [Watch the Prime Advocacy Tool Training video.](#)**
This short training, by our partners at Prime Advocacy, will explain how to use their tool to view your personal lobby visit schedule for the National Day of Action.
- (5-10 minutes) [Read the How to Be a Virtual Lobbyist Guide.](#)**
- (5-10 minutes) [Read the Do No Harm Act Fact Sheet.](#)**
- (5 minutes) [Read the Lobby Visit Roles Guide.](#)**
- Optional:** If you've never participated in a Zoom before, you should download [Zoom Client for Meetings before the Day of Action](#). But even if you've never used Zoom before, you should be able to open up a video call automatically when you click on the links for each event on the Day of Action. If you are having trouble operating Zoom for your meetings, we encourage you to visit [Zoom's Help Center](#) and to search for a solution. The most common problems we encounter are that your [video isn't working](#), or that your [audio isn't working](#). Zoom has step-by-step instructions to help you solve those problems. We aren't tech support professionals, but if you can't find a solution at the Help Center, you can email us at lobbyday@au.org and we will do our best to help.