

Quick Tips For Legislative Visits

If Scheduling yourself, call well in advance to schedule your appointment.

Tell the Legislative assistant that you are a constituent and you would like to schedule a meeting to speak with your legislator about _____. If there is a specific bill number you plan to discuss, give them the bill number.

- Be on time for your visit, though the legislators may be running late. Legislators have extremely busy schedules with their committee and legislative duties.
- Visits with legislators during the Legislative Session typically last only 15 minutes. Please be respectful of the legislator's schedule and keep your discussion to the allotted time.
- Address your legislator with their elected title – Senator or Representative.
- If there is a large group attending the visit, please choose the person in your group that will take the lead in your discussion.
- Introduce yourselves one by one and let them know what town you live in.
- Keep your message simple and to the point. Include personal stories if they are pertinent to the discussion.
- The Legislative Committee will provide you with talking points.
- If you have a hand-out for the legislators, don't try to hit every point on the sheet. Pick a couple and leave the sheet behind for the legislator. These handouts should be short with the key points clearly bulleted.
- If the legislator has a question that you do not know the answer to, don't fake it. Tell them you will get an answer and will get it back to them. Make sure to follow-up in a timely manner.
- Be positive and friendly. Do not be accusatory, argumentative or antagonistic.
- Be sure to listen to what they have to say.
- At the end of the visit ask them for their support.
- Thank them for their time, both in person and in writing after your visit. When writing a thank you note, briefly mention the topic of your discussion.