

How to Meet With Your Legislator

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Before the Meeting:

Build your “team”

define the team
select team leader
check your zip codes

Practice office etiquette

be on time
bring business/personal cards
turn cell phones off

Set up the meeting

fax brief request letter
ID staff (scheduler or issue)
make the call
get contact names

Once the meeting begins

introduce yourselves
say name (and org) clearly
(re)establish timeframe

Make a plan

review key points
know your dos and don'ts
anticipate questions

At end of meeting

“timekeeper” alert group
“catcher” complete points
“asker” ask question

During Meeting:

Use words carefully

don't use acronyms
know words such as:

Following the Meeting:

go elsewhere to discuss
debrief as soon as possible
send what you said you would
