



Tips and Hints for Legislative Meetings

- **Schedule the Meeting**
 - Call your legislator's office to schedule the meeting, or work with your Legislative Chair.
 - Let the legislator's office know what issues you would like to discuss.
- **Preparing for the Meeting**
 - Plan to discuss no more than two or three issues.
 - Learn everything you can about the issues you intend to discuss.
 - Learn everything you can about any opposition to your position (usual opposition to Veterans issues stem from cost).
 - Bring your talking points. If you notice the conversation straying use those as a reference point.
 - If you are attending as a group agree on a lead spokesperson.
- **At the Meeting**
 - Introduce yourself and all members or your group. Let them know who you are and where you live (this establishes the local connection).
 - After a minute or two of small talk (time is very limited) you should present your position on your issue(s).
 - Be concise and factual, brief, respectful, and be sure to listen carefully.
 - Be ready to answer questions. If you are unsure of the answer, let the legislator know you will follow up with them with the answer. Contact your legislative support staff and let them know who to follow up with.
 - If the legislator disagrees with you, you can respectfully debate the issue, if you are comfortable.
 - Remain nonpartisan throughout the meeting.
- **After the Meeting**
 - Send a follow-up letter or email thanking your legislator for the meeting.
 - Stay in touch throughout the legislative session.