



GUIDE TO MEETING WITH YOUR LEGISLATOR

TIPS FOR VIRTUAL MEETINGS

Preparing for the meeting:

- ✓ Make an appointment with your legislators in advance
- ✓ Identify your main messages, develop your stories and determine roles for participants.
- ✓ Prepare and practice for the meetings.
- ✓ Confirm meetings the week prior.
- ✓ Review materials developed for your meetings.

During the meeting:

- ✓ Introduce yourself to the legislator or staff member you are meeting with.
- ✓ Take the initiative and be confident.
- ✓ Develop a connection and tell your story.
- ✓ Ask direct and focused questions to show interest in them but try to stay on topic.
- ✓ Thank the legislator or staffer for meeting with you and for their support.

Following the meeting:

- ✓ Write down your impressions of the meeting and if they requested any additional follow up information.
- ✓ Promptly follow up with any requested information.
- ✓ Send a written thank you note.

- Silence and stay off your cellphone.
- Make sure you have all your materials for the meeting.
- Sign on to the meeting at least 5mins early.
- Have your camera on the entire time and stay engaged.
- Mute yourself when you are not speaking to cut down on any feedback.
- Find a good location to attend the meeting so there are no interruptions or a lot of background noise.
- If you don't know the answer to a question, let the person know you will find out and get back to them.
- Be familiar with your legislator and his/her background prior to the meeting.
- Do not engage in partisan critiques.
- Have a plan and practice, practice, practice.

