

Tips for Successful Legislative Meetings

Before the Meeting

- Be prepared. Practice your lobby visit in advance of your actual meeting and stay on message.
- Arrive early to your meeting. Introduce yourself to the Legislator's staff and be understanding if the Legislator or staff is running behind schedule.

During the Meeting

- Use talking points and handouts to make your points as clear, concise and succinct as possible.
- Be yourself. Talk about why the issue is important to you personally. Use personal experiences to strengthen your case.
- Lobby as a team. Give everyone in your group the opportunity to participate.
- Be conversational. Avoid using shorthand terms, acronyms or jargon that might be unfamiliar to your audience.
- Listen to the Legislator's responses, concerns and questions. Respond to questions as best you can, but if you aren't sure, **don't guess or make anything up**. It is perfectly acceptable to need to follow up post-meeting to get the Legislator's questions answered.
- Keep things friendly and avoid party politics. CLHO is a non-partisan organization and works with all Legislators, regardless of party affiliation.
- Make the ask. Tell the Legislator what you want them to do, and thank them for considering your request.
- Have fun. Enjoy the day and your meetings, even if the Legislators don't say yes to everything you ask.

Post- Meeting

- Follow up. Be sure to work with Morgan to address the Legislator's questions or requests for additional information.
- Send a thank you for the meeting.