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.