****

****

**Tips for Meeting with Lawmakers and Staff**

**Talking Points:**

* Introduce yourself to the person at the front desk and tell them that you are there for a meeting with \_\_\_\_\_\_\_\_\_\_\_. When you are meet the lawmaker and/or staffer, introduce yourself and tell them where you live and work.
* Briefly describe your purpose for visiting and some key points about this work.
* Hand-deliver the packet of information provided and walk them through its contents, highlighting the legislative priorities.
* For example: “I came to the State House today to participate in this meeting because I believe in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* Try to generate some conversation/discussion:
* Ask the lawmaker/staffer how they prefer to communicate with and hear from their constituents (i.e. email, phone, in district meetings, etc.)
* Ask the lawmaker/staffer what media outlets they particularly like and rely upon for their news.
* Explain your “ask”:

Let them know that you are hoping they will sign on as co-sponsors to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Let them know that the bill will: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Let them know that you understand that the legislative process is long and difficult but that you are supporting this legislation because you believe it is a good way to talk to many audiences (lawmakers, the media, parents, businesses, etc.) about \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

* Closing the Meeting:
* Make your ask and be explicit: “Will you co-sponsor this legislation?” Don’t be caught off guard if the answer is a “no” or a “maybe”. Some examples of how to respond to the various options:
* “Yes” – Thank you!!!
* “No” – Is there any additional information I could provide for you that might make you reconsider?
* “Maybe” – I understand you have a lot of legislation you are considering. Is there any additional information I could provide that would be helpful? Can I check back with you at another time to see what your decision is?
* Thank them for their time.