

Arranging Personal Visits

Plan Carefully:

- Be clear about your objective. What do you want to accomplish?
- Determine which member or staff is key to helping you accomplish your purpose.

Make an Appointment:

- Contact the Appointment Secretary or Scheduler.
- Explain purpose of meeting and your organization, and if appropriate, who you represent.

Be Prompt and Patient:

- Representatives are often late or interrupted due to crowded schedule
- Be flexible.
- Meet with staff when necessary.

Be Easily Identifiable:

- Wear a name tag or pin with your name and organization.

Be Prepared:

- Bring information and materials supporting position.
- Keep information simple and to the point.
- Provide clear examples to demonstrate impact or benefits of specific issue or legislation.
- Be prepared to outline the issue's pros and cons. Understand opposing views.
- Have materials to leave behind. One-pager for legislator; in-depth backup for staff.

Be Political:

- Representatives want to represent the best interests of their constituents and state.
- Demonstrate connection between request and the interest of the member's constituency.
- Describe how your organization can be of assistance.
- When appropriate, ask for a commitment to your issue/request.

Be Credible:

- Be ready to answer questions or provide additional information if the member expresses interest.
- If you don't have an answer, DON'T punt! Be honest and explain that you don't have an answer but will find out and follow-up.
- Offer support to legislator staff –build yourself as a resource for legislator and staff.

Be Courteous:

- Thank the member for his/her time.
 - Send a thank you note that outlines the points covered in the meeting.
 - Send any follow up information requested or info that will clarify points raised during the meeting.
-