



## 10 STEPS FOR A SUCCESSFUL LEGISLATIVE VISIT

1. **ARRANGE A VISIT.** You should call or send a letter or introduction. Include information on your subject area and background on your organization. Request an appointment to discuss our ideas or explain why their support is important.
2. **PLAN FOR YOUR VISIT.** Organize a short presentation before you go to the meeting. If you are going with a group, get together before the meeting to map out your strategy. Assign each member of your group a topic to discuss, this ensures that the necessary matters are raised during the meeting.
3. **PREPARE YOUR TALK.** Expect only 5-10 minutes to make your case or if you go with a group 20 minutes total. No one wants a song and dance or a chronology of life events (that is why you bring the factsheet and materials.) Include personal experiences and stories that show the affect your issue has on the community.
4. **PRACTICE.** Tape your speaking points, listen to yourself and critique your presentation an then share it with someone else who knows very little about the issue. Ask that person if they understand the points you are trying to make.
5. **AT THE MEETING.** Bring copies of al important materials and duplicates of any information you have sent out previously. Do not depend upon them to have kept copies of your materials.
6. **DON'T FUDGE ON THE TRUTH.** If you don't know an answer, offer to get back with the correct information. By making this promise, it gives you a second chance to plug your issue.
7. **EDUCATE – DON'T PREACH.** Everyone wants to know “What 's in it for me?” As an advocate, your job is to present factual information that educates policymakers and/or their staff about the benefits of allocating resources to you issue.
8. **DO NOT APPLY TOO MUCH PRESSURE.** This is a sure fire way to make a potential friend or a definite enemy. First impressions are important. Be assertive, not aggressive or obnoxious.
9. **LEAVE INFORMATION.** If you have once, leave a business card. Or, leave your name, address and telephone number on materials you leave at their office.
10. **SEND A THANK YOU.** A simple note of thanks goes a long way. In your letter of thanks recap what was discussed, what was planned for or premised (if anything) and your willingness to provide additional information if needed.