# TIPS FOR LEGISLATIVE VISITS

Know your legislator—building a relationship:

a) Work it and it gets stronger, grow it before you need it!
b) Beware of "Take credit, shift blame" philosophy
c) Who does the legislator think s/he represents?
d) What committees is s/he on?
e) What's his/her position on your legislation?
f) Do you know any of his/her friends?

**Tools to know your legislator:**
Web site
Newsletters
Calls to aides
Other legislators/lobbyists
Legislative record
State directory
Newspaper articles

Know the facts:

a) Your position
   1. Explain I clearly; provide concise information.
   2. How do other states handle it?
   3. Who is the opposition and what do they say? What does the Administration say?
   4. Explain the pros and cons
   5. How much will it cost?
   6. Who else supports it?
   7. Stay focused on one issue.
b) Learn the basics on where the bill/issue is
   1. Which house, what time of year, etc?

Believe in your cause:

a) Establish your credibility—you're most important quality.
b) Tell your story.
c) Follow up.

**Tools to explain your position:**
Position papers
One pagers
Include your name and phone #
Letters of endorsement, support
Letters to the editor

Use your head:

a) Schedule a meeting. Be on time, concise, engaging.
b) If you can't answer the question, say so, then follow up.
c) Aides are influential and have more access than you.
d) Offer to help him/her.
e) Say thank you and send a note or letter.
f) Invite him/her to your facility.
g) Have a picture taken, give an award.
h) Report back to you organization.
i) CLOSE THE DEAL!