**Legislative Skills Briefing**

**Prepared by Stewart Clifton**

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# Tips for in-person visits with elected officials

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1. Make appointment beforehand

2. Meet with staffer if legislator is unavailable

3. Be courteous but don’t apologize

4. Remember you are building a relationship

5. Remind them how you know them or how you met

6. Tell them if you or someone in your group is a constituent

7. For groups, appoint key spokesperson to facilitate and keep the meeting moving

8. Provide short, clear information --not jargon or technical terms! Best points only

9. Don’t overstay, threaten, burn bridges, attack the legislator for his/her record, or disparage government or politics

10. Ask for a specific vote or general support of a position

11. Thank the legislator for meeting with you

12. Follow up as needed

13. Keep in touch during legislative session