**Legislative Skills Briefing**

**Prepared by Stewart Clifton**

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# Tips for in-person visits with elected officials

Prepared by Stewart Clifton

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