



Meeting With Your Legislator

1. **Make an Appointment and Be on Time:** Legislators, particularly during session, are extremely busy. Respect their time and they will respect your position.
2. **Be Prepared:** Do your homework. Know the points you want to cover. Anticipate questions the legislator might have and craft responses.
3. **Introduce Yourself:** Every time you make contact with a legislator or his or her staff, clearly state your name and the group you are with.
4. **Get to the Point:** Be concise, specific and clear. After making introductions, refer to the purpose of your visit. If you're asking the legislator to take a specific action on a specific issue at a specific time, give him or her all the details. Don't embellish, don't overstate, and don't make ultimatums.
5. **What's in It for Me? Localize the Issue:** Let the legislator know how your issue is important to his or her constituents.
6. **Acknowledge the Opposition:** If you know of opposition to your proposal, let the legislator know about it. Don't denigrate the other side, but instead be prepared to honestly articulate your organization's response.
7. **Hand Out a Position Paper:** If needed, reinforce your position with a succinct, one-page position paper. Always attach a business card.
8. **Close the Deal:** Ask the legislator if you can count on his or her support.
9. **Get a Name:** After you've made your case, establish the individual on the legislator's staff who will be handling the issue in the future.
10. **Send a thank you letter.**

n.b. ASA members are encouraged to contact ASA before and after their visits!