Format for a Legislative Office Visit

Always remember the three most important principles when contacting legislators in person or in print:

1. Be accurate
2. Be brief
3. Provide information they do not have

- Identify yourselves, including city, county and library.
- List bill number(s) of issues that concern you.
- List why the bill is a (good/bad) idea; legislators want to know who is touched by your issues and how they are affected.
- Personalize to your library; share a story that tells the impact of each bill/issue.
- Be specific in what you want; vote yes, vote no, speak to someone on a committee, etc.
- Tell why your position is a good idea; if possible, give 3 reasons.
- Be sure legislators understand the following:
  - Who you are
  - What you want
  - Where the issue is in the process
  - When the next step is likely
  - What the effect is on real people in your library/community
- Keep it short; no more than one page per issue is recommended; if you need to do so, send more information later.
- Always follow-up with a thank you note for the meeting.