

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; 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.