

Guide to Setting up a Legislative Meeting

Things to consider:

Set a morning meeting – because even if a legislator can't make it a staff person or Legislative Aide probably can be available.

Set the meeting on Thursday or Friday since legislators are usually in the 'home districts' on these days (check with their offices to confirm dates ahead of time).

Gather other people to attend but remember that you may never get everyone to be available on particular dates that you choose.

Set a tight agenda for the meeting.

Study and review your facts ahead of time. You never get a second chance to make a first impression.

Don't ramble on and on – stick with the facts.

State your case clearly and concisely.

Go to: www.pawaitinglistcampaign.org and print out information for your legislator.

What to do:

Pick a tentative date and call a legislative office to confirm that the date is available and that there is no other legislative conflict.

Decide what type of meeting you want it to be:

An individual meeting with you and the Legislator.

A group meeting with you and others who have the same interest.

A Legislative brunch or lunch.

In a school, church, the local Arc, public building, etc.

Set a time.

One half hour for an individual meeting .

Find and confirm meeting place that is convenient:

Individual or small meetings can be held directly at the Legislators office or at your home.

Legislative Breakfast can be held anywhere.

When it's Over:

Send out thank you letters to the Legislators who attended.

Maintain that relationship. Send emails and call your legislator to let them know how you feel about important issues.