



# BEST PRACTICES

*Tips and tricks to get the most out of your meetings with elected officials*

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## **When meeting with your legislator, remember these tips:**

- Be mindful of the legislator's time and be clear about why you're meeting, whether it is just a meet-and-greet or it is concerning a specific issue.
- Know some points about the legislator's background and policy interests.
- Always be objective and polite and never bring up campaign matters, such as who you are endorsing or contributing to, during a policy discussion or any meeting in a public office.
- Be thoroughly prepared with concise talking points and fact sheets.
- Avoid overloading the legislator; make a specific "ask," and be prepared to follow up with more details and background as necessary.
- Leave a business card with the legislator and staff, offer to serve as a resource, and follow up with a thank you card.

