Checklists

Making a Visit

1. Do your homework, know your issue(s) and elected official(s).
2. Schedule the visit.
3. Practice your presentation, be focused and brief.
4. Bring materials to share.
5. Be professional and polite.
6. Answer questions and offer assistance.
7. Send a thank you note.

Making a Phone Call

1. Know your issue(s).
2. Practice your message: be direct and focused.
3. Identify yourself, affiliation and experience.
4. Be professional, polite and don't forget say thank you.

Sending a Letter or Email

1. Write your message — be focused and to the point.
2. Identify yourself, affiliation and experience.
3. Be professional and polite.
4. Send a thank you letter/email.

Track Progress

Let your legislator know you follow their performance.
Send an email or letter of thanks, if they vote in favor of your issue.