



Tips for meetings with legislators in Olympia

- **Prepare for the meeting** by deciding 1) what information and messages you want to convey, and 2) what you want the legislator to do.
- **Know who you're talking to** by learning which committees each of your legislators are on (check out the Faces Pages doc with photos, committees and contact info).
- **Introduce yourself** by name and affiliation (if relevant). State that you are a constituent from their district.
- Most meetings with legislators in Olympia last for 15 minutes or less. **Be sure your message is short and concise.** Avoid getting into too many details about your issues. An anecdote is good, but a life story is too long.
- **State the problem that concerns you**, its importance and what you want them to do about it. Pause to allow the legislator to respond; listen to them to find out where they stand on the issue.
- **Be ready to answer questions.** It is OK if you don't know the answers. If this is the case, just tell legislators that you don't know the answer, but that you will get back to them—if you say this, you must follow through.
- **Leave some information** (like a fact sheet) and be sure that it has your contact information on it.
- It's OK if you meet with the **legislative assistant**. They are usually very friendly and will convey your message to the legislator.

- **Follow up** your meeting with a note thanking them for the meeting, restating your concerns, and providing further information (if needed).