



LEGISLATIVE VISIT PROTOCOL

- Make appointments in advance
- Be prepared to discuss the topic in brief with the appointments staff person but they are generally not the same person as the policy council to the Legislator.
- Be prepared to indicate who is coming to the meeting and who they represent.
- Push to meet with your legislator. However, if that is impossible ask to meet with his/her chief of staff or legislative aide.
- Follow up with a phone call the day before the meeting to confirm. Legislators are part time and often have emergencies or conflicts that arise without notice.
- On the day of the meeting show up 10 to 15 minutes ahead of schedule. Never be late!
- Be prepared! Know your topic. Rehearse your presentation so that you are able to succinctly make your point in the first 4 or 5 minutes.
- Be respectful of the legislator's time. You will probably be scheduled for no more than a 15 minute block of time. You need to make your point, leave time for questions, and wrap up.
- You should have a leave behind document prepared. This is a document that briefly makes the point and can be put into the file. This should include your contact information.
- Remember that you legislator may be unaware of your issue and the history of cultural funding so be prepared to discuss this briefly.
- If questions are asked to which you do not know the answer DON'T MAKE IT UP! Indicate that you will get back to them with that information.
- After the meeting it is important that you follow up with a letter or email thanking your legislator/staff member for the time and offering further information or assistance on this or any other issue concerning the cultural/art/historical community.