

Legislative Meeting Checklist

Research

- Look up your legislator's **committee assignments** on their official website or the legislature portal.
- Check out Issue Briefings on the [Academy website](#) and research issues you are going to discuss.
- Reach out to Academy staff with questions and let them know who you are meeting with.
- Note any committees related to your issue (e.g., healthcare, education, finance).
- Review recent statements, bills sponsored or votes relevant to your topic.

Attire

- Wear **business professional** (suit/blazer) or **business casual** (collared shirt/blouse, slacks) attire.
- Stick to **neutral colors** (navy, gray, muted tones).
- Avoid jeans, sneakers, or flashy accessories.
- Wear comfortable shoes if you expect to be walking to several different offices.

Scheduling

- Call or email the office; ask for the **scheduler**.
- Offer flexible date/time options.
- State your purpose clearly (issue/topic).
- Confirm details in writing via email following the call - ask the scheduler for an email to send the details to.

Introduction

- Share your **name** and **where you live** (constituent connection). If you are a constituent, be sure to tell them that!
- Mention your role or organization.
- State your purpose: "I'd like to discuss [issue]."

Meeting Structure

1. **Opening** – Thank them, introduce yourself, and connect to the district/state.
2. **Issue Presentation** – Share your story/data, explain why it matters.
3. **Ask** – Make a clear request (e.g., support Bill XYZ).
4. **Discussion** – Listen respectfully, note their perspective.
5. **Closing** – Restate your ask, thank them, offer follow-up materials.
 - a. Let the Academy know how the meeting went. They can follow up with the staff.