

## COMMUNICATE EFFECTIVELY WITH POLICYMAKERS

Whether you are a lobbyist, advocate, or industry leader, working well with elected officials and their staffers is critical to ensure your policies get and stay on their agenda. Identify the right lawmaker, prep for a meeting, and lead the conversation in three easy steps.



### **STEP 1** **IDENTIFY THE CORRECT REPRESENTATIVE(S)**

Time is finite, so researching lawmakers' voting histories and Co-sponsorship records prior to scheduling a meeting ensures that you aren't misusing your time or theirs.

#### **VOTING HISTORY**

A lawmaker's voting record has historically been the best indicator of their policy priorities.

#### **CO-SPONSORSHIP RECORD**

Someone's Co-sponsorship record gives you a better picture of their stance on the issues you care about.



### **STEP 2** **PREP FOR THE MEETING**

Once you have a list of lawmakers or staffers with whom you want to meet, you need to schedule meetings with their offices.

#### **WHO TO CONTACT**

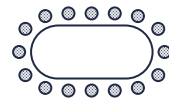
Email the office's Scheduler to make a meeting request 1-3 months prior to when you want to meet since lawmakers have such busy schedules.

#### **FORMAT YOU REQUEST**

Be as concise as possible. Provide a list of times that you are available to eliminate any back and forth and include a few bullet points with the issues that you would like to discuss so they are prepared for your meeting.

#### **DO YOUR HOMEWORK**

Make sure that you are prepared to discuss your policies with authority and speak directly to the issues that the policymaker or staffer cares about most. Know their Committee assignments, voting record, and any relevant biographical information that could be a point of connection.



### **STEP 3** **DURING THE MEETING**

#### **BE PROFESSIONAL**

Stick to the facts and avoid sounding too partisan, which can make your arguments come across as biased.

#### **BE CONCISE**

Use research to inform your argument and share the potential risks and benefits of your policy, but be careful not to overwhelm a lawmaker or staffer with too much information, since they have a limited amount of time to speak with you.