

# Legislative Visits

## BEFORE THE VISIT:

### 1. Research the elected official you want to visit [here](#).

- Investigate the official's bio and any legislation that has been sponsored or co-sponsored.
- Check out the official's posts on social media.
- Sign up for district newsletters.
- **Bring or send via email, information** that advances your advocacy.

### 2. Assemble your team and assign roles:

- **Team Coordinator** takes the lead. Communicates with the official's office to schedule the visit. All communications come from the Team Coordinator.
- **Story-teller:** Shares a 2-3-minute story related to the issue or legislation. The story is precise, has purpose, and passion. It makes the elected official want to know more.
- **Note-taker:** Keeps a record of the conversation. The notes are shared with the Team Coordinator shortly after the visit.

## DURING the VISIT:

1. The **Team Coordinator** opens the discussion with **introductions** from all participants and briefly shares the reason for the visit.

### 2. Share the “ask”:

- **Make it simple and direct.** Ask the official if the issue or legislation can be supported.
- If the official *is supportive*, **request an action**, like becoming a sponsor or cosponsor of a bill, voting for a bill, making a public comment, writing an op/ed.
- If the official is *not supportive*, respectfully ask what solution would be proposed.

## AFTER the VISIT:

1. At times, a **staffer** will meet with constituents if the official is not available. A relationship with a staffer should be encouraged and can be very beneficial.

- **Within 24 hours**, the Team Coordinator should send a **follow-up email** with a “thank you” and short summary of the visit, including any actions agreed to by the participants.
- Look for opportunities to **stay in touch** and grow the relationship.

**Sources:** Adapted by the LWV of Greater Pittsburgh from the Consumer Health Coalition.