Rev 0116

**Legislative Visit Guidelines**

**Before the meeting:**

* Turn off your cell phone before you start your meeting. Arrive a little early if you can.
* Carefully plan what you have to say and stay on message.
* Assign someone to be the **Team Leader**.

**The Team Leader**

* Starts the meeting by introducing the team and setting a friendly tone.
* Presents the legislator/staff member the “leave behind” materials RIGHT AFTER INTRODUCTIONS.
* Keeps the discussion on track and on time.
* Offers to end the discussion when the allotted time has elapsed – about 15 minutes. If the legislator does not seem pressed to finish, and the discussion is flowing, continue the meeting.
* Write down any necessary follow-up that needs to be

**During the meeting:**

* Keep negative feelings about politics to yourself. Always be courteous and friendly.
* If you don’t know something, say so and tell the legislator that someone will follow up later.
* Be brief.
* Speak in simple and understandable terms.
* Engage the legislator in a conversation by asking questions.

**After the meeting:**

* Any follow-up items should be done quickly.
* Send a thank you note along with an invitation letter to an upcoming MESA event.

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