**Advocacy Do’s and Don’ts**

**Before the meeting**

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| **Do** be prepared to wait, sometimes in the hallway. | **Don’t** expect the meeting to start on time. |
| **Do** observe what is on the office walls while you quietly wait for your meeting. | **Don’t** talk loudly or talk about other offices, senators or representatives while waiting for your meeting. |

**During the meeting**

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| **Do** introduce yourself, even if you have met before. Highlight if you are a constituent. | **Don’t** assume the senator/ representative will know or remember your name. |
| **Do** know your ask and stay on message. | **Don’t** forget to ask for their support of the bill. |
| **Do** be honest, brief, specific, and keep it simple. If you can’t answer a question, tell them you will get back to them. | **Don’t** lie or be verbose. |
| **Do** provide material to the senator/representative towards the end of the meeting and explain what is in the packet. | **Don’t** hand the leave behind packet to the senator/representative right away. |
| **Do** be polite and pleasant regardless of the situation. | **Don’t** make demands or threaten the senator/representative in any way. |
| **Do** thank the senator/ representative for meeting with you. | **Don’t** discuss your campaign contributions or fundraisers |

**After the meeting**

Write a thank you note with specifics from the meeting and the ask.

*Dear Representative/Senator,*

*Thank you for taking the time to meet with us on* ***[date]*** *to discuss* ***[bill number]*** *to* ***[describe what the bill would do]****. I hope that going forward we can continue to count on your support.*

*Sincerely,  
Name, phone and email*