



## TIPS FOR YOUR MEETING WITH YOUR LEGISLATOR

- **Make an appointment:** When you call to make your appointment, make sure you explain why you want to meet with the legislator.
- **Be on time:** Legislators have very busy schedules. Understand that they may be late or have to leave early.
- **Be prepared:** Know what you want to say and practice. Have a list of questions prepared. Bring materials that help support your position.
- **Introduce yourself:** Start by thanking the legislator and any staff present for taking time to meet with you. Introduce yourself and everyone in your group. If you are having the meeting on behalf of an organization, such as the Lupus Research Alliance, state that.
- **Explain why this issue is important** to the representative's district or senator's state. Be prepared to answer questions. If you don't have the answer, let him/her know you will get the answer and get back to them.
- **Be clear:** State what you would like the representative or senator to support. Briefly describe lupus and tell your personal story. Make it clear why the legislation is important to lupus and what the impact to constituents might be.
- **Leave something behind:** Have a fact sheet that includes your request. Also, be sure to provide your contact information.
- **Send a thank you note:** End the meeting by once again thanking the legislator and any staff present for their time. After your meeting, send a thank you note that includes any follow up information and remind the representative or senator of key points that were discussed.