



How to Call Your Legislators

Prepare for Your Call:

- Know the facts, including the bill number, title and status.
- Think about how you can best explain how the issue affects your company.
- Consider what kinds of questions you may be asked and be prepared to answer them.

Pick up the Phone and Dial:

- If you don't know the number for your state legislator, the state legislature Web site or government section of your local phone book can help you.
- For the federal legislature, check the U.S. Congress websites at www.house.gov or www.senate.gov, or call the U.S Capitol switchboard at (202) 224-3121. The switchboard will either transfer your call to the appropriate office or supply you with the correct number.

While on the Phone

- At the state and local level, you are more likely to speak directly to the legislator.
- At the federal level, you probably will speak to a staff member who handles the issue, instead of the Member of Congress.
- While speaking to your legislator, you need to focus on the issue you want to discuss. Legislators and their staff are busy people, so don't waste their time on the side issues.
- Present your views politely but persuasively. State your views concisely and with commitment.
- Find out exactly where your legislator stands on the issue. Ask what action he or she intends to take. Don't be afraid to ask for specifics.
- Listen carefully. Answer questions clearly. If you don't know the answer to a question, admit it and send an answer later.
- Make sure to give the individual with whom you speak your name, address, phone number and email address.

Follow Up

- Follow up by confirming your conversation and summarizing your conversation and views.
- Include any new information that supports your views or responds to questions raised during your conversation.