



To protect, preserve, and promote the health and well-being of all Boston residents, particularly those who are most vulnerable.

Tips for Meeting with Your Legislator

Request a Meeting

Call or email the legislator's office requesting a meeting. Be specific about the topic, ex. budget line item, bill, etc. Let the person scheduling the appointment know how many people will attend the meeting in advance since office space can be limited

Meet with Legislator or Legislator's Staff

A common practice is to offer a meeting with staff to enable a meeting sooner rather than later when a legislator's schedule is busy which is always. Do not be offended and do not reject such an offer. Legislative aides are powerful and important in shaping the policymaker's opinions. This meeting will be useful to you.

Prepare for the Meeting

Know what you want to say and practice saying it in three minutes or less. Introduce yourself, organization, and people with you then begin your opening remark. It should be the "big picture" with one or two pieces of data or quick personal perspective of the issue with a specific request for the legislator. The legislator or staff will engage and ask questions for more details. If you do not know an answer to a question say you will look into it and get back with the answer.

Create a fact sheet, one-page document, that includes data, personal story, request, and contact information including a web site if your organization has one.

Day of the Meeting

Dress respectfully. Arrive early. Plan to be 15 minutes early. Traffic can be tough, the MBTA slow, or a place to park hard to find. The security check can be slow especially if you arrive right behind a class field trip.

Have the legislator's phone number with you. Call the legislator's office if you are running late. Do not be offended if the legislator is running later.

Make your pitch, engage in conversation, and respond to questions. Ask if the legislator will support your issue. Be direct with your ask but don't be surprised if a legislator or staff is unable to commit on the spot. Follow up after the meeting with a thank you note and offer to stay in touch.

Offer to be a resource to the legislator.

Thank the legislator and staff for their time and consideration.

Intergovernmental Relations

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