

WHITEHEAD CONSULTING, LLC

Government Relations and Public Affairs
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Tips for Communicating with your Legislator Effectively...

1. Visit "Who's My Legislator" at:
<http://conview.state.va.us/whosmy/constinput.asp> and enter your home and/or business address to identify your Delegate and Senator.
2. Never underestimate the influence you have on legislators. Legislators do respond to their constituents and need the advice of the professionals in your industry.
3. Use e-mail to communicate with legislators whenever possible. It's quick, free, and more personal
4. When organizing a letter-writing campaign, make it as broad-based as possible. Include colleagues, staff, family members, business leaders and others who have a stake in maintaining the quality of service you offer.
5. When telephoning don't be disappointed if you talk to an aide. Often these people are the ones who can best advise legislators on the critical issues. Keep your message brief and make sure the individual who receives your call gets your name, address, and phone number.
6. Be brief and to the point by mentioning specific bill numbers and how legislation will impact your industry.

Meeting with your Legislator...

- For legislative activity and bill-tracking check the State legislative homepage <http://leg1.state.va.us>
- Call/write the legislator's office and request an appointment. Identify yourself and mention your association
- You can simply request a 15 minute appointment to introduce yourself because "you are looking to become more involved" or request a meeting on a particular legislative issue.
- Treat staff with the same respect you give the legislator
- Prepare an agenda to bring into the meeting
- Talk to the legislator or staff as you would a friend
- Ask the legislator what you can do to become more involved
- Leave behind a one page briefing and/or a business card
- Send a thank you letter, mention staff if appropriate.

Should you have any questions or concerns regarding the information mentioned above please don't hesitate to contact us at (804) 644-4424.

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