

Legislative Member Prep Handout

1. Visit the legislative website (le.utah.gov) and write down information about your senator and representative on the worksheet at the end of this handout.
2. Reach out via email or phone to 1 of your legislators and set up a face-to-face or online meeting or complete a letter to your lawmaker.

If you call your legislator's office:

- Identify yourself and briefly introduce yourself as a constituent and voter.
 - Explain why you want to visit and ask to set up a time to come in to speak with the legislator either in the district or Capitol office.
3. If you are meeting in person, prepare a brief outline of your personal story in order to be able to deliver it during the face-to-face meeting. Practice!



Utah State Capitol at Sunset

Meeting with legislators and other public officials is important. The way you present yourself impacts the impression you make. Dress like you would to go to church or a job interview.

Use the following information as a guide:

Men

DO:

- Wear a clean dress shirt
- Wear clean slacks
- Shave and comb your hair

DON'T:

- Wear a t-shirt or tank top
- Wear shorts or jeans
- Wear a hat

Women

DO:

- Wear clean pant, dress or skirt
- Wear clean blouse
- Comb your hair

DON'T:

- Wear a t-shirt or tank top
- Wear wrinkled or dirty clothes
- Wear a hat

Everyone

DO:

- Wear a suit jacket or sweater
- Wear dress shoes
- Put away your phone

DON'T:

- Wear a sweatshirt
- Wear tennis shoes or flip flops
- Take a call, text or check email

Learn More About Your Legislators

My state senator's name is: _____

The party he/she belongs to is (circle 1):

Republican Democrat Independent Libertarian Other

His/her age is: _____ years old

Their job in their home community is: _____

His/her address is: _____

His/her phone number is: _____

His/her email is: _____

The committee(s) he/she serves on are: _____

Is he/she the Chair or Vice Chair in a committee? (circle 1)

Yes* No

*If yes, which committee? _____

My state representative's name is: _____

The party he/she belongs to is (circle 1):

Republican Democrat Independent Libertarian Other

His/her age is: _____ years old

Their job in their home community is: _____

His/her address is: _____

His/her phone number is: _____

His/her email is: _____

The committee(s) he/she serves on are: _____

Is he/she the Chair or Vice Chair in a committee? (circle 1)

Yes* No

*If yes, which committee? _____