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!
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?_____________________________________________