



AMERICAN ENDURANCE RIDE CONFERENCE
"To Finish Is To Win"

October 19, 2016

Tips for Meeting with Legislators and Land Managers

Before the meeting:

- * Plan your visit. Determine in advance who you need to meet with to achieve your purpose. Request an appointment with the appropriate person. Convey what issue or bill you wish to discuss.
- * Be prepared. Put together information on your issue to leave with your land manager or legislators. Gather information on the trail or projects by congressional or land manager district. Maps, pictures, and brochures are particularly effective. Draft talking points to refer to during the meeting. Know the substance of the issue, why it is important, what will be the consequences if it fails, how much it will cost, impacts on the legislator's constituents or land managers property.
- * Be timely. Arrive no earlier than 10 mins. prior to your appointment but certainly not late, either.
- * Learn about the Legislator/Land Manager. e.g. positions on similar issues, background, occupation, education, etc.

During the meeting:

- * Introduce yourself and state the purpose of your visit.
- * Be prompt, and thank the member/staffer/land manager for his/her time. Also, be patient since disruptions are common.
- * Don't assume they know everything. Ask if they are familiar with the issue.
- * State your issue and your positions. Be brief, concise, and to the point.
- * Make it personal. Tell your legislator/land manager why the issue matters to you and how it affects you, your organization, and your community. Use personal and local examples to support your position.
- * Be political. Whenever possible, demonstrate the connection between what you are requesting and the interests of the member's constituency or land manager's property.

- * Make the “ask” or “close the deal.” Tell the member/staffer/land manager clearly what you want him/her to do.
- * Listen to the reaction and any concerns or issues raised. Find out who and what influences the legislator/land manager. Be responsive, and if possible, describe how you or your group can be of assistance to him/her.
- * Always tell the truth. If you can’t answer a question, don’t bluff or claim to know more than you do about an issue. Say you will follow-up with an answer or more information.
- * It’s acceptable to bring a small delegation and assign team roles in advance (e.g. someone to take notes, someone to summarize the key issues, etc.).
- * Leave something tangible, e.g. a fact sheet, local articles, maps.
- * Thank them for the meeting.

After the meeting:

- * Write a thank-you letter, summarizing your issues.
- * Send any materials or information you offered.
- * Follow up at a later date with phone calls if necessary.

Sincerely,
Monica Chapman
Trails/Land Management Committee Chair
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