

## Tips to Prepare for Attending a Town Hall Meeting

Below are some tips to help you prepare for the meeting once it has been set:

- 1) Educate yourself on the issues you want to discuss and opposing views.
- 2) Prepare statements or questions in advance. Note that, if you are attending a town meeting, you may have only a minute or two to make your statement.
- 3) Arrive on time.
- 4) Note that you may have to sign in as a member of the community upon arrival.
- 5) Listen carefully to what is being discussed.
- 6) Respect the rights of others to express their opinions.
- 7) When it is your turn to speak, state your name and address in order to identify yourself as a constituent.
- 8) If you are addressing a specific piece of legislation, identify it by the bill number or the common name for the legislation, such as “the proposed sales tax increase.”
- 9) Describe how the issue affects you and, whenever possible, include facts and examples to support your position. Personal experience can strengthen your position on the issue and encourage the legislator to listen more closely to your position.
- 10) Close by telling the legislator how you would like him or her to vote. For example, “I urge you to oppose tobacco tax increases.”