

- Don't overstay your welcome. Conclude the visit by again extending the appropriate thank you. Reaffirm your intention to forward any information or materials which was **requested by the legislator**.

Step 4: Following the Visit (Always debrief as a group immediately afterwards).

Personal visits always increase a legislator's awareness of an issue. However, the effectiveness of such a visit increases markedly when accompanied by follow-up actions.

Send a thank-you note or letter which reinforces your message and the local impact, restates an understanding of the legislator's position, highlights the main points of the visit, and concludes with a personal story which surfaced during the conversation. It should also provide the member with any additional materials or information s/he may have requested.

Send a copy to other members of the group and those who are directly lobbying on your behalf. If the visit was held with a staff member, still address the letter to the legislator with a copy (cc) to the staff member.

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