



# OHIO PHARMACISTS ASSOCIATION

## **Make an Appointment with Your Legislator**

So you have decided to attend OPA Pharmacy Legislative Day and now you have to schedule a meeting with your State Representative and State Senator. But where do you begin?

Information regarding your specific legislators will be sent via email. All you need to do is pick up the phone and call, and remember, if the legislator is unavailable, please request an appointment with the legislative staff. Below you'll find a sample phone script to help you make an appointment.

### *Sample Phone "Script" for Making a Legislative Appointment*

Hi! I'm \_\_\_\_\_, from (your town). I will be in Columbus on Tuesday, September 20, for the Ohio Pharmacy Legislative Day and would like to schedule an appointment to meet with Senator \_\_\_\_\_/ Representative \_\_\_\_\_ to discuss some important pharmacy issues.

I would be more than happy to meet with the legislative assistant if

Representative \_\_\_\_\_/Senator \_\_\_\_\_ is unavailable. I would like to schedule an appointment the afternoon of the Tuesday, September 20, between 1-4 p.m.

## **Tips for Effective Legislative Visits**

### **During the Visit**

- Be on time, prepared, and polite.
- Tell the legislator who you are. Put yourself in a community context—your neighborhood, your children's schools, your employer. If you are a pharmacy owner make sure you mention its location
- Don't attack the legislator for his/her record on your issue(s), and don't disparage government or politics.
- Don't use technical terms or acronyms, unless you are certain that your legislator will understand them.
- If you don't know the answer to a question, say you'll find out and get back to him/her – and follow through.
- Before s/he leaves, ask how you can be of help to him/her.
- Thank him/her for his/her time.

**After the visit:**

- Follow up with a thank you note along with any information that you promised during the visit and include copies of any photos that are taken.
- Keep in touch during legislative session – contact your legislator on issues of interest to you.
- Fill out our online meeting evaluation form or send in the hard copy completed. We want to know how your legislative visits went.