

## TIPS FOR TESTIMONY

### Written Testimony

When writing your letter,

1. First identify the committee chairs by name and thank them for hearing the bill.
2. Then identify yourself (and the organization you represent if you are speaking on behalf of a group).
3. State your position as "for" or "against" the proposed bill. (Be sure to identify the bill by name and number).
4. Summarize your position and provide additional information as to why you feel this way. Short stories as illustrative examples always help.
5. Restate your position at the end of your testimony (for or against the bill)
6. Thank the committee for the opportunity to speak.

### Procedures for testifying in person

- You will be allowed to speak for 3 minutes so plan accordingly.
- RELAX! Legislators really want to hear your input. They listen to citizens all day so there is no reason to be nervous.
- Speak to them and make eye contact (rather than read your written testimony).
- They may ask you questions afterwards. At that point, they will allow you to speak beyond the 3 minutes.
- When you arrive, you will need to sign up to testify. A sign up sheet is kept by the door.
- The sooner you arrive to sign up, the sooner you will be allowed to testify
- Many times, it becomes a waiting game. Bring your laptop so you can get work done while you wait.
- There is a cafeteria where you may eat or work or socialize.
- The state of CT has a helpful link with additional information for you.
- <https://www.cga.ct.gov/asp/content/yourvoice.asp>