



Guide for Communicating with Elected Officials

Getting Your Point Across is as Easy as 1, 2, 3

THREE TYPES OF MESSAGES

1. **Face-to-face meetings** are the most compelling way to make your point. Personal conversations leave a lasting impression and are surprisingly easy to schedule. Call your elected official's office for an appointment.
2. **A phone call** is nearly as effective and often more convenient than a face-to-face meeting. Ask to speak to elected officials directly. If they are not in, state why you have called and request a call back. You will get a call.
3. **Letters or e-mails** can also be effective. Correspondence from constituents gets attention and is a top priority in elected officials' offices. When writing, always include a return address, even if you are sending an e-mail. The address is crucial because elected officials want to know if the writer is a constituent. When writing a letter, include your phone number and ask for a response. Then, watch your mail.

MISSOURI ELECTED OFFICIAL REFERENCE GUIDE

Governor Eric Greitens

P.O. Box 720
Jefferson City, MO 65102
Phone: (573) 751-3222
www.governor.mo.gov

Your State Representative

Honorable _____
House of Representatives
201 West Capitol Avenue
Room _____
Jefferson City MO 65101
Phone: _____

Your State Senator

Honorable _____
Missouri State Senate
201 West Capitol Avenue
Room _____
Jefferson City MO 65101
Phone: _____

Visit <http://www.senate.mo.gov/LegisLookup/Default.aspx>
to identify your Representative and Senator

THREE TIPS FOR COMMUNICATING

1. **Get to the Point** — the quicker, the better. A brief statement works better than a speech, stacks of materials or lots of data. Also, a handwritten note works better than a lengthy letter. Use this format:
 - Say who you are and indicate where you are from.
 - State your support or opposition on the issue and ask for a response.
 - For extra impact, tell how you are personally affected.
2. **If Questioned, Don't Panic** — You do not have to know everything about the issue to be effective. But be sure to listen and refer questions you can't answer. If an elected official disagrees with you, don't argue. Be prepared, however, to politely restate your position.
3. **Remember to Say "Thank You"** — Elected officials are people, too. Nothing is more gratifying than a "thank you" or "well done." Elected officials rarely get congratulations; so let them know when they've done a good job (even if it's just for listening to your concerns). A "thank you" is a powerful way to earn your elected official's attention.

CONTACT CHECKLIST

- ☒ Choose the method (a visit, phone call, letter or e-mail).
- ☒ Schedule and plan ahead to get an appointment and consider the content of your message.
- ☒ Make the contact.
- ☒ Stay brief and to the point.
- ☒ Don't panic if asked a question or if the elected official disagrees with you.
- ☒ Listen and be courteous.
- ☒ ALWAYS thank your elected officials for their time and attention. Follow-up with a note of appreciation.

