



# REPRESENTATIVE PHONE CALL SCRIPT & GUIDE

## STEP 1: FIGURE OUT YOUR REPRESENTATIVES & GET THEIR CONTACT INFO

Find all federal, state & local legislatures: [Find Elected Officials](#)

Find your Senate members: [Contact Your Senators](#)

Find your House representatives: [Find Your Representatives](#)

## STEP 2: RESEARCH WHAT YOU WANT TO SAY

Prepare Your Talking Points

- Know the issue you are calling about, including the bill number, title, and key facts.
- Have your personal story or reason for advocacy ready.
- Gather any relevant statistics or data to support your request.

## STEP 3: SCRIPT OUTLINE FOR A VOICEMAIL

If you are leaving a voicemail, which is pretty common, here is a script you can tailor and use:

“Hi, my name is **[Your Name]**, and I am a constituent from **[Your City/State]**. I am calling to discuss **[Issue/Legislation]**. I would like to request that **[Representative/Senator’s Name]** support **[Specific Request, e.g., the Safe Step Act]**. I can be reached at **[Your Phone Number]** or **[Your Email Address]**. Thank you for your attention to this matter.”



## STEP 4: OUTLINE SCRIPT FOR A PHONE CALL WHEN THEY ANSWER

### Introduction:

“Hi, my name is **[Your Name]**, and I am a constituent from **[Your City/State]**. May I please speak with **[Representative/Senator’s Name]** or their staff person who handles **[Issue/Legislation]**?”

### Here are some talking points:

“I am calling today to discuss **[Issue/Legislation]**, specifically **[Explain Briefly What the Issue is About]**. I am deeply concerned about this issue because **[Share Your Personal Story or Reason for Advocacy]**.”

“According to **[Source]**, **[Share Relevant Statistics or Data]**. This information shows why it is so important for **[Representative/Senator’s Name]** to **[Your Specific Request, e.g., support this bill]**.”

“I would like to request that **[Representative/Senator’s Name]** **[Specific Request, e.g., co-sponsor this legislation, vote in favor, or support this initiative]**. This action would make a significant difference by **[Explain How Your Request Will Help or Impact the Issue]**.”

“If you need additional information, I have attached **[Details or Documents, e.g., a one-pager on the legislation]**. Please let me know if there is anything else you need from me.”

### Conclusion

“Thank you so much for your time today. I really appreciate your attention to this important matter. Can you let me know how **[Representative/Senator’s Name]** plans to address **[Issue/Legislation]**?”

“If you need to contact me, I am available at **[Your Email Address]** or **[Your Phone Number]**. Thank you again for your time and for considering my request.”

### If they ask for more information or a follow-up:

“I’d be happy to provide more details or follow up as needed. Please let me know the best way to stay in touch.”



## STEP 5: CHECKLIST BEFORE MAKING YOUR PHONE CALL

- **Correct Contact Information:** Confirm the phone number for the office of your representative or senator.
- **Preparation of Talking Points:** Review your talking points, including the issue, personal story, key facts, and request.
- **Personal Story:** Make sure your personal story or reason for advocacy is clear and ready to share.
- **Key Facts and Data:** Have your key facts and data ready, including the source of your information.
- **Contact Information:** Ensure your contact details are up-to-date and included in your follow-up email.
- **Follow-Up Plan:** Prepare to send a follow-up email and document your call after the conversation.

## STEP 6: TIPS TO MAKE YOUR PHONE CALL GO SMOOTHLY

### Be Respectful and Polite

- Start with a polite introduction. Clearly state your name, where you live, and the purpose of your call.

### Be Courteous

- Maintain a respectful tone throughout the call, even if you encounter resistance or are speaking to a staff member instead of the representative or senator.

### Stick to Your Main Points

- Keep your message focused on the issue at hand. Avoid long-winded explanations or unrelated topics.

### Be Direct

- Clearly state what you are asking for, whether it's to support a bill, vote a certain way, or take specific action.

### Be Persuasive

- **Share Your Story:** Use your personal story to illustrate why the issue matters to you. Personal anecdotes make your call more impactful.



### **Present Your Facts**

- Back up your request with relevant statistics or data. Make sure the facts are easy to understand and directly support your position.

### **Listen Actively**

- Pay attention to the responses you receive. If the staff person asks questions or provides information, listen carefully and respond appropriately.

### **Address Questions**

- If you're asked a question you can't answer, politely offer to follow up with more information or ask for the best way to provide details later.

### **Manage Emotions**

- If the conversation becomes difficult, stay calm and stick to your message. Being composed helps you maintain a professional tone.

### **After the Call Send a Thank-You Email**

- After the call, send a thank-you email to express appreciation for their time and attention. Include a summary of your request and attach any relevant documents.

### **Document Your Call**

- Record the details of the call, including the date, the person you spoke with, and any outcomes or commitments made.

### **Monitor the Issue**

- Stay updated on the progress of the issue or bill. Follow up periodically to show continued interest and support.

### **Share Updates**

- If you receive a response or a resolution, share the outcome with your community or advocacy group.

### **Call to Action**

- Ensure you clearly request further support or specific actions you would like your representative to take.

### **Follow-Up Plan**

- Mention any planned follow-up actions or additional information you will provide.



## CONGRATS ON REACHING OUT

We can't wait to hear about how your meeting goes and that this guide helps you on your journey! For more resources, guides, and opportunities to connect with others who share your passion for advocacy, please visit our website at [www.riseandrally.org](http://www.riseandrally.org) and follow us on Instagram at [@riseandrally\\_](https://www.instagram.com/riseandrally_)