Nothing is better than attending in person in professional business attire.

**PLAN ON SPEAKING/TESTIFYING**
- You must sign-in prior to the start of hearing in order to speak, so arrive early.
- If you are uncomfortable speaking, filling a seat is important, along with submitting your written testimony.

**SUBMIT WRITTEN TESTIMONY**
- Submit written testimony even if you are planning on testifying. Should events preclude your testimony you have submitted written testimony for the committee’s review in their Executive Session.
- One page is always best – Legislators don’t have time to read massive documents – two or three points are sufficient. Be polite and concise.
- Include your name, address and complete contact information.
- List any clubs or organizations you represent below your signature.
- Most committees have up to 17 members. Make a copy of your written testimony for each committee member and submit it to the clerk when you sign in prior to the start of the hearing.

**CHECK HEARING DATES**
Check the hearing schedule the day prior - hearing dates can change. Do this by:
- Calling the Clerk’s office -- 617-722-2356
- Checking the Web site “Committee Hearings scheduled for:”

Be polite and courteous to everyone--Legislators, State House Staff and the Opposition!

**IF YOU CANNOT ATTEND THE HEARING**
- Write a letter to each committee member
  - Mail is best
  - Fax is second best
  - E-mail third best
- Contact your own legislators (if they are not on the committee conducting the hearing)
  - Explain your position.
  - Ask if your Senator or Representative will:
    1) attend the hearing and speak about bill,
    2) contact committee chairs and support your position.