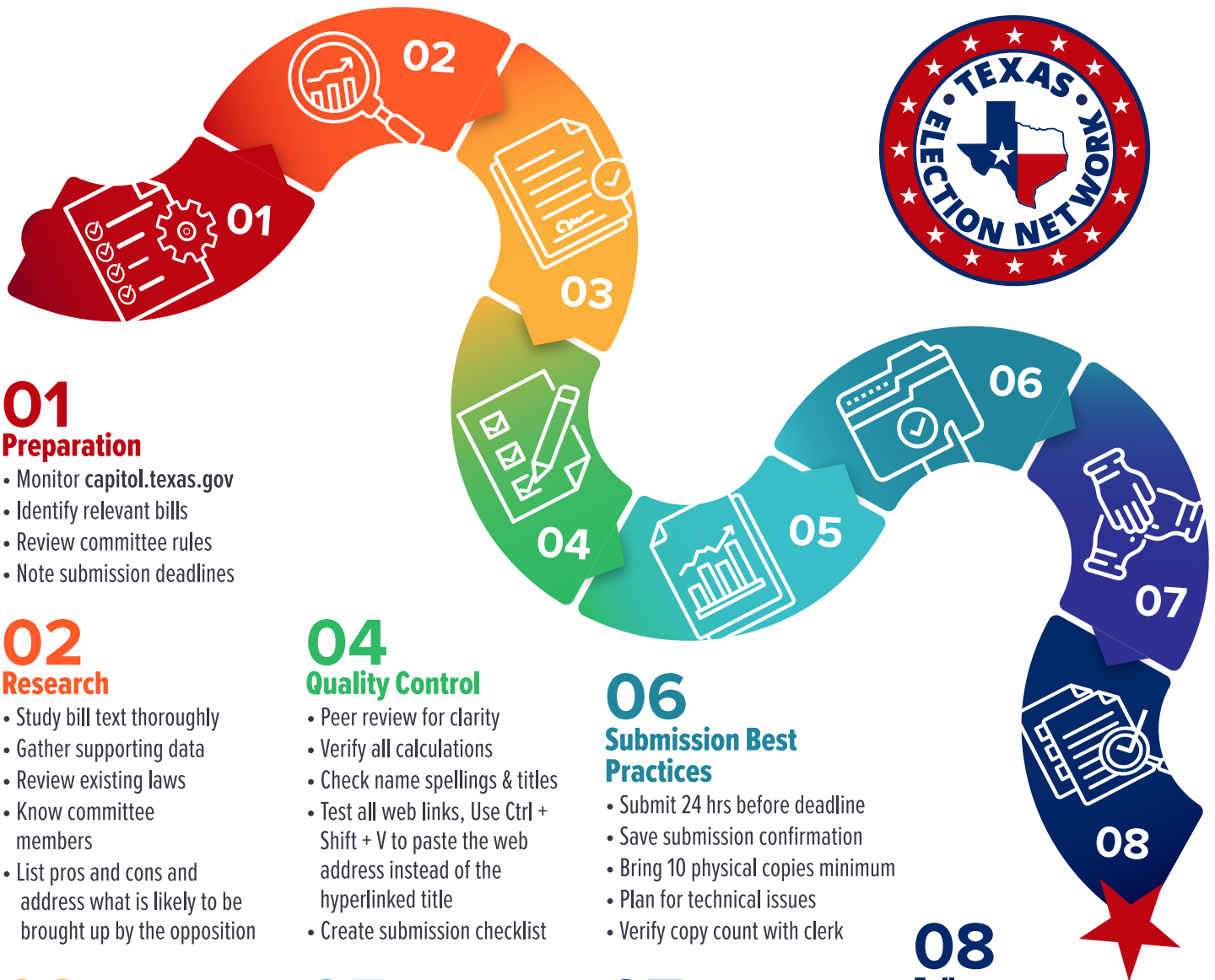


★ Texas Legislative Written Testimony ★

Quick Reference Guide



01

Preparation

- Monitor capitol.texas.gov
- Identify relevant bills
- Review committee rules
- Note submission deadlines

02

Research

- Study bill text thoroughly
- Gather supporting data
- Review existing laws
- Know committee members
- List pros and cons and address what is likely to be brought up by the opposition

03

Writing Structure

- **Header:** Name, Bill #, Position
- **Opening:** Position & Expertise
- **Body:** Evidence & Arguments
- **Conclusion:** Recommendations
- 1-2 pages, 12pt font, double-spaced

04

Quality Control

- Peer review for clarity
- Verify all calculations
- Check name spellings & titles
- Test all web links, Use Ctrl + Shift + V to paste the web address instead of the hyperlinked title
- Create submission checklist

05

Supporting Materials

- Include relevant graphs/charts
- Attach research/statistics
- Provide data source links
- Add executive summary
- Number all pages

06

Submission Best Practices

- Submit 24 hrs before deadline
- Save submission confirmation
- Bring 10 physical copies minimum
- Plan for technical issues
- Verify copy count with clerk

07

Stakeholder Engagement

- Address diverse impacts
- Consider fiscal implications
- Network with aligned groups and have extra copies to share
- Build staff relationships
- Send follow-up thank you notes

08

Follow-up Strategy

- Monitor committee actions
- Prepare supplemental materials
- Document all commitments
- Track bill amendments
- Maintain contact records
- Answer all the questions that came up during the hearing that you don't feel were adequately answered.



Professional Guidelines

- Use active voice and concrete language
- Quantify impacts when possible
- Cite specific bill sections
- Maintain professional tone
- Address opposing viewpoints respectfully
- Offer solutions when critiquing