

## TESTIFYING BEFORE A LEGISLATIVE COMMITTEE

1. Sergeant-of Arms has a table in the hallway where the committee rooms are located and will answer any questions.
2. There is a sign-in sheet in each committee hearing room for each specific bill. Please sign-in prior to testifying on the designated sheet. Indicate if you are testifying pro or con and who you are testifying for (ACEC/CO or yourself). The bill sponsor decides who goes first and the order of those giving testimony. If it's a coordinated effort, check with your point of contact for sign in.
3. Wait until you are addressed before you testify or answer questions.
4. If you are testifying for ACEC/CO, you will be provided with a handout to distribute to the committee. Give the handout to the clerk for distribution at the time you testify. Sometimes the sponsor will take the handout and distribute it.
5. If you have a handout, do not read from the handout but enhance the bullets on the handout with your examples.
6. You will be asked to identify yourself and who you represent.
7. Greeting: Thank you Mr./Madame Chair and committee.
8. Answer questions short and to the point (bullets) and with examples. Wait for the Chair to address you. Address the legislators by Senator \_\_\_\_\_ or Representative \_\_\_\_\_. Each legislator has a nameplate in front of them.
9. When concluding, thank the committee and ask for their vote for/against bill # \_\_\_\_\_.
10. You can hear testimony on-line on the state page:  
<http://www.leg.state.co.us/> Click on Audio Broadcast of Current Proceedings. Many times you have to wait until you testify. If it is helpful, you are welcome to work at the ACEC/CO office and listen to the testimony online before you need to go to the capitol.

**THANK YOU FOR YOUR ASSISTANCE AND  
BEING A PART OF THE PROCESS**