

## LEGISLATIVE TESTIMONY: TIPS & TEMPLATE

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### REMINDER:

Any testimony that you submit - whether in-person, remotely, or written – during legislative session will go in a public record that can be searched by people who want to see/read it.

### SIGN-UP TO TESTIFY IN A COMMITTEE HEARING HERE:

<https://www2.leg.state.co.us/CLICS/CLICS2024A/commsumm.nsf/signIn.xsp>

### LOOK UP YOUR LEGISLATOR HERE:

<https://leg.colorado.gov/FindMyLegislator>

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### Tips for In-Person or Remote (online) Testimony

- Keep your testimony to 2-3 minutes
- Begin and end your testimony with a “Thank you” to “Chair [Last Name of Chair] and Committee”
- Follow the same format as you do for written testimony (see below)
- Be as brief and clear in the message you want to get across as possible
- Remember to highlight the most important issues to you FIRST
- When identifying a problem or challenge:
  - Try to have a solution to share with your legislator and/or committee
  - Discuss how the bill you are speaking/writing about will impact your problem or challenge

### Template for Written Testimony (C-RAC):

TO: [Committee, Legislator, Name of Person that will receive your testimony]

FROM: [Your First & Last Name]

RE: [Number and Title of Bill you are testifying about OR Topic you’re bringing to their attention]

DATE: [Date of Testimony/Letter]

#### Paragraph 1: Conclusion

Introduce yourself, the bill or issue you want to testify about, and what you’d like them to do

Ex. “My name is Susie Smith. I am from Trinidad, Colorado, and a family member of someone with a disability. I writing [or testifying, if in-person] to ask for you to [support, amend, oppose] bill [number + title]

#### Paragraph 2: Reason

Tell your story. Pick a life event, challenge, or issue that you have personally experienced, observed, worked directly on, or been affected directly by that you are comfortable sharing with the public. Tell legislators what systems, services, or practices have caused this event or issue...and how it impacted you. Tell them why it needs to change.

#### [Paragraph 3: Answer

Explain why you believe this bill (or future legislation) is needed to address your challenge. Explain how it will help (or hurt) you and/or those you care for...and why you felt the need to testify.

#### [Paragraph 4: Conclusion

Restate your ask of the Committee/legislator(s). Say “Thank you” for hearing/reading your testimony. Consider ending with a statement such as, “Your consideration of these matters and solutions is very much appreciated” and that “you welcome any questions they may have.”