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Tips for Delivering Testimony in Person at the Capitol

- 1) While some people speak extemporaneously, most will read from written testimony. Either method is perfectly fine.
- 2) To begin your testimony, politely greet the committee. Common phrases used include:
“To the Distinguished Chair and members of the _____ Committee”
- 3) Introduce yourself, and indicate on whose behalf you are testifying:
“I am testifying on behalf of myself/my family/community”
“I am testifying today on behalf of [organization name].”
- 4) State the name of the bill or issue on which you are testifying.
“I am testifying in support of/in opposition to HB/SB _____.”
In case you didn't know: HB=House Bill and SB=Senate Bill
- 5) Explain how this bill/issue will positively/negatively affect your personal topic of interest.
- 6) Don't forget word count! 300-800 words is a good range, or 1-2 pages.
Reminder: you have 3 minutes to speak. Make sure you can read your testimony in that specified time interval.
If you are not speaking, but only submitting written testimony, you still should keep it concise!
- 7) Thank the committee for listening to your testimony.

Legislative Hearing Survival Tips:

- 1) Double check the location and time of your selected hearing.
- 2) There is a cafeteria, but you can also bring snacks and water.
- 3) Clear your schedule for the day! Hearings can tend to take quite a while, and you should be prepared to wait. If you have to leave before you can testify, you can submit your written testimony and it will enter the record that way.
- 4) Use the buddy system. Since your place in the queue for testimony will not be explicitly announced until it is your time to testify, it is best to have someone to alert the clerk that you will return momentarily.
- 5) Dress professionally. The Capitol is a formal place, and your message will likely be better received if you are dressed accordingly.