

Sample Written Testimony: The Basics

Address testimony to Chair and Committee (get the info from the top of the hearing notice).

Specify the bill or resolution number.

Optional: Hearing date, time, and room number

Make your position on the bill easily visible.

Introduce yourself and state whether you support or oppose the bill or resolution.

Explain the reasons for your position. May include facts, experiences, beliefs. Keep it short!

Optional: Emphasize your position by repeating it.

Anonymous testimony is not accepted -- make sure to add your name!

Optional: If you represent a group, emphasize it here.

Remember that written testimony is posted on the Legislature's website, so any info will be public.

Chair of the House or Senate Committee
Name of the House or Senate Committee

Bill or Resolution Number, Draft Number

Day and Date of Hearing

Time and Place of Hearing

IN SUPPORT (or IN OPPOSITION)

Introduction

- 1) Introduce who you are and/or the group or organization you represent
- 2) State your position on the measure ("I am testifying in favor of..." or "I am testifying against...")

Content

- Reasons for taking your position
- Start with most important or compelling
- Include facts, figures, experiences, or narratives to support your position

Closing

Include any summary remarks and re-state your position.

Your name

Group or organization you represent

Contact information