

# A GUIDE FOR PREPARING EFFECTIVE TESTIMONY

Testifying at a public hearing is one of the most effective ways to ensure your voice is heard in the policymaking process. Whether you're speaking in person or submitting written comments, the goal is the same: **help lawmakers understand the impact of the policy they're considering on real people in New Hampshire.**

## ADVOCACY MESSAGE TEMPLATE

- 01 **Introduction:** Introduce yourself and any relevant or important information about yourself.
- 02 **Challenge:** Describe a challenge faced or the issue you are advocating on.
- 03 **Solution:** Focus on a solution or proposed solution and how it will address the challenge.
- 04 **Impact:** Illustrate how the solution will affect the community if implemented.

## WRITTEN TESTIMONY

1. Write your personalized advocacy message in the form of a letter.
2. Address it to "Honorable Chair and Members of the Committee."
3. Sign with your full name, your town, and your contact information.
4. Submit your testimony:

»» **Senate:** Go to the Committee's page on the General Court website and click "Email Entire Committee."

»» **House:** There is the option to include your testimony during Remote Sign-In for the hearing. *Please note:* this becomes immediately visible on the website to anyone. You can email committee members if you prefer.

## TESTIMONY TEMPLATE

[Name]

[Address]

[City/State/Zip]

[Phone/Email]

To the Honorable Chair and Members of the  
[Name of Committee],

My name is [Name], and I am a resident of [Town/City]. I am writing to urge you to [support/oppose] [bill number] relative to [bill name].

[Insert your personalized advocacy message here].

Please vote in [favor/opposition] of [bill number].

Thank you for your time and consideration.

[Name] [Town/City]

# IN-PERSON TESTIMONY

## PREPARATION

- Write your personalized advocacy message in the form of a letter.
- Address it to “Honorable Chair and Members of the Committee.”
- Sign with your full name, your town, and your contact information.
- **Bring printed copies** to the hearing to hand in for the committee members. (25 copies for the House, 8 for the Senate)
- **Create a bulleted list of talking points** to help you stay on track while you speak. You should not just read from your testimony.
- Hearing times vary widely. **Anticipate the hearing may run late.**

## ARRIVING TO A HEARING

- Arrive early, and plan extra time for parking.
- **Know the bill number and hearing room number.**
- **In the Senate:** There will be a **white sign-in sheet** where you will write your name, whether you support or oppose the bill, and whether you wish to speak.
- **In the House:** There will be a **blue sign-in sheet** that you only fill out **if you are not speaking**. If you would **like to speak**, fill out a **pink card** and pass the card to the clerk or chair of the committee.

## TESTIFYING

- We recommend keeping testimony **under 3-5 minutes** to remain effective and hold the committee's attention.
- Recognize the chairperson and members of the committee.
- State your name and where you are from.
- State your position on the bill.
- Share your personalized advocacy message.
- Thank the committee members for their time.
- You have the option to accept or decline questions from the committee at the end of your testimony. If you do not know an answer, offer to follow up with an email. You can email all members of the committee through the [General Court website](#).

