



### Chamber Day at the Statehouse -----Connecting With Your Legislator (101)

➤ We recommend that you view the Indiana State website before you come to the Statehouse: [iga.in.gov](http://iga.in.gov). This site will tell you about legislation, committees and session calendars. Also, on the website is a place to find out who your legislator is for anyone who is unsure.

➤ Contact your legislator and let him/her know that you will be at the Statehouse for the Chamber Day event. If legislators know that you are making the trip, they will make every effort to visit with you if possible. They really do appreciate hearing from their constituents.

➤ Caucus websites with Legislative Assistant contact information and phone numbers are:  
All Senators: 800 382-9467; House Republicans: 800 382-9841; House Democrats: 800 382-9842

#### Caucus Websites:

[www.indianahouserepublicans.com/members](http://www.indianahouserepublicans.com/members) OR [www.indianahousedemocrats.org/members](http://www.indianahousedemocrats.org/members)  
[www.indianasenaterepublicans.com/senators](http://www.indianasenaterepublicans.com/senators) OR [www.indianasenatedemocrats.org/senators](http://www.indianasenatedemocrats.org/senators)

➤ When you arrive at the Statehouse you will find two public entrances: one on the east side on Capitol Ave. and one on the west side on Senate Ave. You will pass through security and metal detectors. It is against the law to carry a firearm in the Statehouse even if you have a permit. The Senate side enters at ground level (1st floor) and the Capitol side enters on the 2nd floor.

➤ The Senate Chamber is on the west side of the third floor and the House Chamber is on the east side of the third floor.

➤ Usually, on Tuesdays both Houses begin session at 1:30 pm. No visitors are allowed past the doors, 30 minutes before and after session.

➤ Facing the Senate Chamber windows to the right (north) are the Republican doorkeepers and to the left (south) of the Senate Chamber windows are Democrat doorkeepers. It is the opposite on the House side, Republican doorkeepers on the left (north) and Democrat doorkeepers on the right (south). Doorkeepers have preprinted note paper to make a request to see a legislator. Even during session it is

acceptable to ask to visit with them. If possible, they will exit the Chamber floor and meet you in the hallway. If they are not in session just check with the respective doorkeeper and they will let you know if, and where the legislator might be available.

➤ Feel free to ask the legislator if a photo-op would be permissible. If there is time and they have adjourned for the day you may be able to get a photo with the legislator in the Chamber taken by the House and/or Senate photographer.

➤ Talking to legislators: introduce yourself, tell them where you are from and why you are there. Be brief, be concise, be pleasant and respectable. If you are in a small group, it's best to have a spokesperson to speak on behalf of all. Keep talking points on a subject matter to three points.

If you are looking for support/opposition on an issue, ask politely if they would be willing to support/oppose the bill. Don't be demanding or telling them what to do. Be sure to listen to what the legislator has to say about the issue. He/she may already have an opinion and it may not agree with your position. When you conclude thank the legislator for their time and that you appreciate their service.