

Tips to Prepare Testimony

Testimony is a formal request for support. It is one of the most effective ways to advocate on legislative or policy issues.

TIPS FOR WRITTEN TESTIMONY

- Use a letterhead if possible.
- Testimony should have the date at the top.
- Start your testimony with a polite greeting and an introduction of yourself.
- The next portion should contain what you want/need or what you are asking of the committee.
- Thank the committee for their time and consideration.
- End with a polite sign off. This should include your full name & your title.
- Your written testimony can be as long as you need but be mindful that the committee will be reading through many submissions.
- When you submit testimony, it is read and considered by the legislators even if you don't attend a hearing.



TIPS FOR VERBAL TESTIMONY

- Verbal/oral testimony is limited to about 3 minutes.
- Prepare talking points ahead of time to address the important factors of your testimony.
- Talking points help ensure that your concerns are coming across and also that the hearing stays on track.
- Practice your talking points ahead of time so you are well-versed and comfortable on the day of the hearing.



Check out the NJ Legislature website for opportunities to testify!

<https://www.njleg.state.nj.us>



Your voice matters! Written and/or verbal testimony is a way to advocate for your needs and wants in your state/county/town.