**Witness Testimony Tips:**

* Go to the Legislature website (legislature.vermont.gov) to look up the committee you will testify in front of.
* Become familiar with the Legislators on the committee.
* Ensure your testimony has an “Ask”. What do you want the committee to know or take action on?
* Be sure to put a title, date, and your name on the top of each document submitted for testimony.
* Address the Committee Chair as either Madam Chair {Legislator Last Name} or Chairman {Legislator Last Name}
* Written testimony should be emailed to the committee assistant 24 hours before you testify. You can find their name and email on the legislature.vermont.gov website after clicking on the committee.
* Your testimony will be accessible by the public and press and posted on their website – unless you specifically ask them not to post it.
* Once a witness submits a document to the committee, it is a public record and will be subject to public inspection and copying unless exempt under the Public Records Act.
* Check the legislative website for your committee and click on “Information for Witnesses” on the left hand navigation menu.
* Your testimony will be recorded.
* All testimony is via Zoom. The committee assistant will email you the link you need to testify. Be prepared to login prior to the timing reserved for you. You may need to wait your turn as several testimonies could be scheduled.
* Be sure to thank the chair and committee for their time and allowing you to share your testimony.
* Follow-up thank you emails are always welcome and courteous.