



# TESTIMONY GUIDANCE

## SPEAKING TO THE MT LEGISLATURE

### THERE ARE THREE WAYS TO TESTIFY:

1. In-person
2. Zoom or phone
3. Written

### TIPS FOR IN-PERSON OR ZOOM TESTIMONY:

- Keep remarks brief.
- Detailed Schedule - Know when you are presenting (either scheduled or public comment) and arrive early. Committees can run ahead or behind schedule.
- Determine ahead of time who will testify and how?
- If you are testifying in-person, consider bringing handouts or copies of your presentation or testimony.
- Stay until the end of your agenda item, as they may ask you back for questions.

### SPOKEN (IN-PERSON OR ZOOM)

- ✓ “Good Morning/Afternoon Mister/Madam Chair(man/woman) and members of the committee.”
- ✓ “For the record, my name is \_\_\_\_\_.” Spell out your LAST NAME.
- ✓ “I am here today representing \_\_\_\_\_ (entity + brief description).”
  - o Actual Testimony
  - o PROPONENT / OPPONENT / INFORMATIONAL
- ✓ “Thank you for your time. I am available for any questions you may have.”
- ✓ Please note: You can also just say “Chair *last name*” or just “Chair” if that is easier for you.

#### When asked a question:

- ✓ “Thank you for the question.”
- ✓ Then address both the chair and the person who asked the question:  
“Mister/Madam Chair(man/woman), Representative/Senator \_\_\_\_\_ (who asked the question)” ... then state your answer.

#### If you do not know the answer:

- ✓ “Thank you for the question, Chair(man/woman), Representative / Senator \_\_\_\_\_ (who asked the question).”
- ✓ “I do not have that information on hand, can I please defer this question to \_\_\_\_\_.”  
**OR** “I don’t know that answer, can I get back to you with a response after this hearing?”

### WRITTEN

- ✓ Written testimony: “Chair(man/woman) \_\_\_\_\_ and members of the \_\_\_\_\_ Committee...”
- ✓ Make sure to include your name, organization, and contact information

Please go to <https://leg.mt.gov/session/have-your-say/> to (1) sign up for zoom testimony or (2) submit written testimony.

**Have questions or need assistance?** Contact Rebecca Boslough ([rebecca@macdnet.org](mailto:rebecca@macdnet.org) or 406-443-5711 ext 2).