

# WRITTEN TESTIMONY OUTLINE

CHAIR OF THE HOUSE OR SENATE COMMITTEE  
NAME OF THE HOUSE OR SENATE COMMITTEE

Your name  
The group or organization that you represent (if any)  
A contact number or address

Day and Date of Hearing

Your position on the measure and  
the bill or resolution number, and draft number (if any)

## Introduction:

- (1) Introduce who you are and/or the group or organization that you represent;
- (2) State the measure you are testifying on; and
- (3) State your position on the measure (e.g., "*I am testifying in favor of/in support of . . . .*" or "*I am testifying against/in opposition to ....*" or "*I am providing comments on...*")

## Content:

State or list the reasons for your position, starting with the most important or compelling reasons. Include any facts, figures, statements, and experiences to support your position.

## Closing:

- (1) Include any closing remarks; and
- (2) Reiterate your position on the measure (especially if you did not state your position previously within the testimony).