Name:

# Legislator Preparation Worksheet

What are your committee’s overall questions for this investigation?

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| --- | --- | --- |
| **Witness Name/Organization** | **Relevant Expertise and Knowledge** | **Possible Questions** |
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|  |  |  |

Name:

# Witness Preparation Worksheet

Role:

Brief opening statement:

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| --- | --- |
| **What facts are the most important to include during your questioning?** |  |
| **What are one or two suggestions that you want to share with the legislators?** |  |
| **What topic or issue do you want to avoid during your questioning?** |  |

Name:

# Oversight Committee Hearing Note Catcher

|  |  |  |
| --- | --- | --- |
| **Witness #1** | | |
| **Questions** | **Responses** | **Additional Notes/Comments** |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **Witness #2** | | |
| **Questions** | **Responses** | **Additional Notes/Comments** |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **Witness #3** | | |
| **Questions** | **Responses** | **Additional Notes/Comments** |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **Witness #4** | | |
| **Questions** | **Responses** | **Additional Notes/Comments** |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **Witness #5:** | | |
| **Questions** | **Responses** | **Additional Notes/Comments** |
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| --- | --- | --- |
| **Witness #6:** | | |
| **Questions** | **Responses** | **Additional Notes/Comments** |
|  |  |  |

Name:

# Reporter Worksheet

Record the timeline of events and facts of the case.

Record quotes from witnesses.

|  |  |
| --- | --- |
| **Quote or Idea** | **Who Said It?** |
|  |  |
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|  |  |

Record solutions or suggestions that were oﬀered during the hearing.

What follow-up questions do you have for the legislators? What is still unclear about the situation?

Name:

# Witness Worksheet

As you listen to the other testimony and interviews, record at least one question you would ask the other witnesses if you had the opportunity.

|  |  |
| --- | --- |
| **Witness Name/Title** | **Follow Up Question** |
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Following your chance to testify, reﬂect on your time. What is one thing that you would like to tell the committee that you feel like you didn’t get a chance to?

Name:

# Oversight Hearing Deliberation Worksheet

As a team of legislators, discuss the strengths and weaknesses of the oversight hearing. On the chart below, summarize the facts of the case, how and when you learned them, and the solutions you think would prevent this from happening again in the future.

|  |  |
| --- | --- |
| **Facts of the Case** | **Provided by Witness** |
|  |  |
| **Legislative Recommendations** | |
| 1. | |
| 2. | |
| 3. | |