

Step One: Make a Game Plan

- Learn about your legislators by checking out their websites (Google them or go to house.gov or senate.gov) and researching their positions and voting records on past issues (especially ones that pertain to your issue).
- Plan on calling to schedule your meeting 4 to 6 weeks in advance; pick several dates and times that would work.
- Be aware that you may be meeting with a staff member and not the representative or senator him/herself. This is still a very important meeting, because the staff member provides the legislator with information about the issue.

Step Two: Make Your Request

- Call to schedule your meeting; have several options ready for meeting dates and times.
- Emphasize the fact that you are a constituent, and if your issue has local or state applications, make sure to emphasize that as well.
- Be ready to provide contact information and basic information about why you'd like to meet: briefly explain what you would like to discuss and provide as many logistical details as possible.
- Try to request a meeting when there are no "hot button" issues that may make your legislator's office busier than normal.

Step Three: Be Persistent and Follow Through

- If you have tried to call and received no response, try using a variety of different methods of communication to reach out to your member (call, e-mail, web forms, etc.) because some offices may respond to one type of communication better than another.
- Once scheduled, a couple of days before your meeting, call or e-mail the office to confirm the meeting you scheduled.

Step Four: Follow Up

- Make sure to send a thank-you letter to your legislator, and provide any additional information that he/she may have requested or may help him/her to better understand the issue and your position.
- Continue to engage with your legislator by attending town halls, inviting your legislator to relevant local events and maintaining communication.