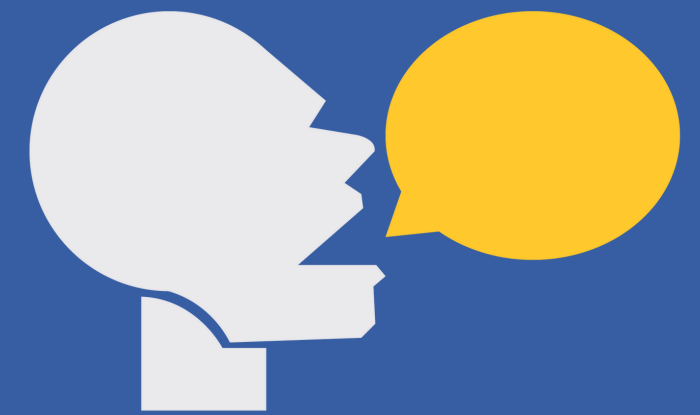


How to Meet with an Elected Official



1. Decide which official you would like to meet.

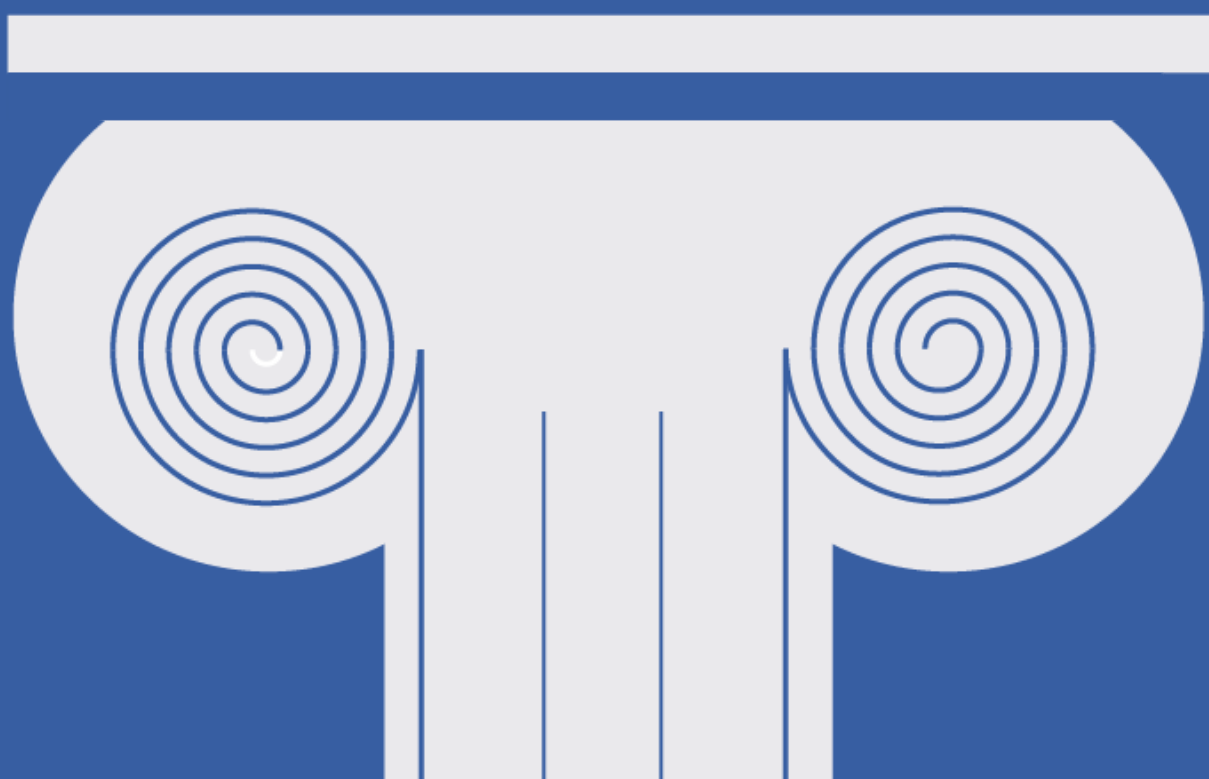
Consider which official can best respond to your concern or discuss the issue you want to speak about. Does their position allow them to pursue the change you hope for?

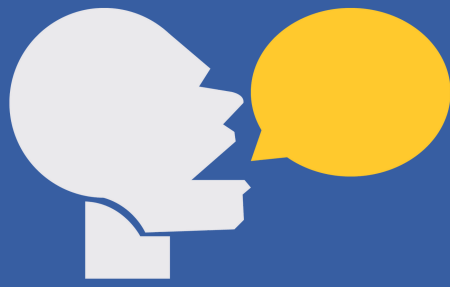
2. Find the office you would like to visit.

If you want to meet with one of your members of Congress, find out where their local offices are.

3. Contact the office of the official you would like to meet.

- If you are meeting with a member of Congress, find out when they will be back at their local office.
- Request a meeting in writing first. If your official's website has a "Request a Meeting" form, fill it out. If not, contact the office secretary or scheduler.
- Follow up your request with a phone call.





4. **Confirm your meeting.**

The day before your meeting, call the office to confirm your meeting.

5. **Prepare for the meeting.**

Research and prepare any materials ahead of the meeting. Know what your talking points will be, as well as what the opposing arguments are. Prepare a specific request for your official or their staff. You can bring notes!

6. **Show up!**

- Dress neatly, drink water, and use the bathroom ahead of time!
- Arrive a few minutes early, and be patient with your official and their staff.
- Introduce yourself, any organization you may be representing, and your history with the official.
- Stick to your talking points, and bring up anecdotes.
- Close with a specific “ask.”

7. **Follow up with a thank-you message.**

- Send a thank you letter to your official and/or their staff. You can remind them of your requests or simply express your gratitude.

