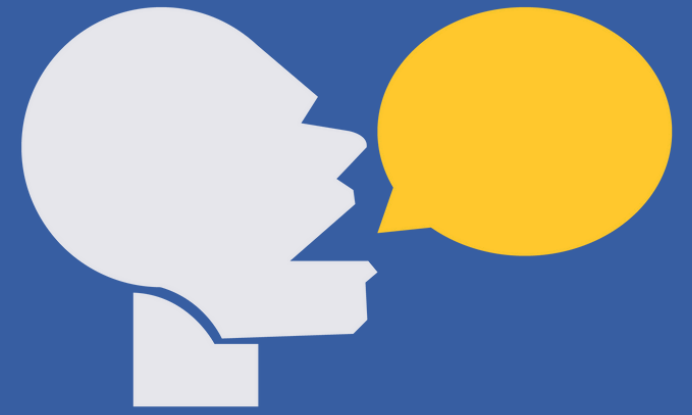


# How to Meet with an Elected Official



## 1. **Decide which official you would like to meet.**

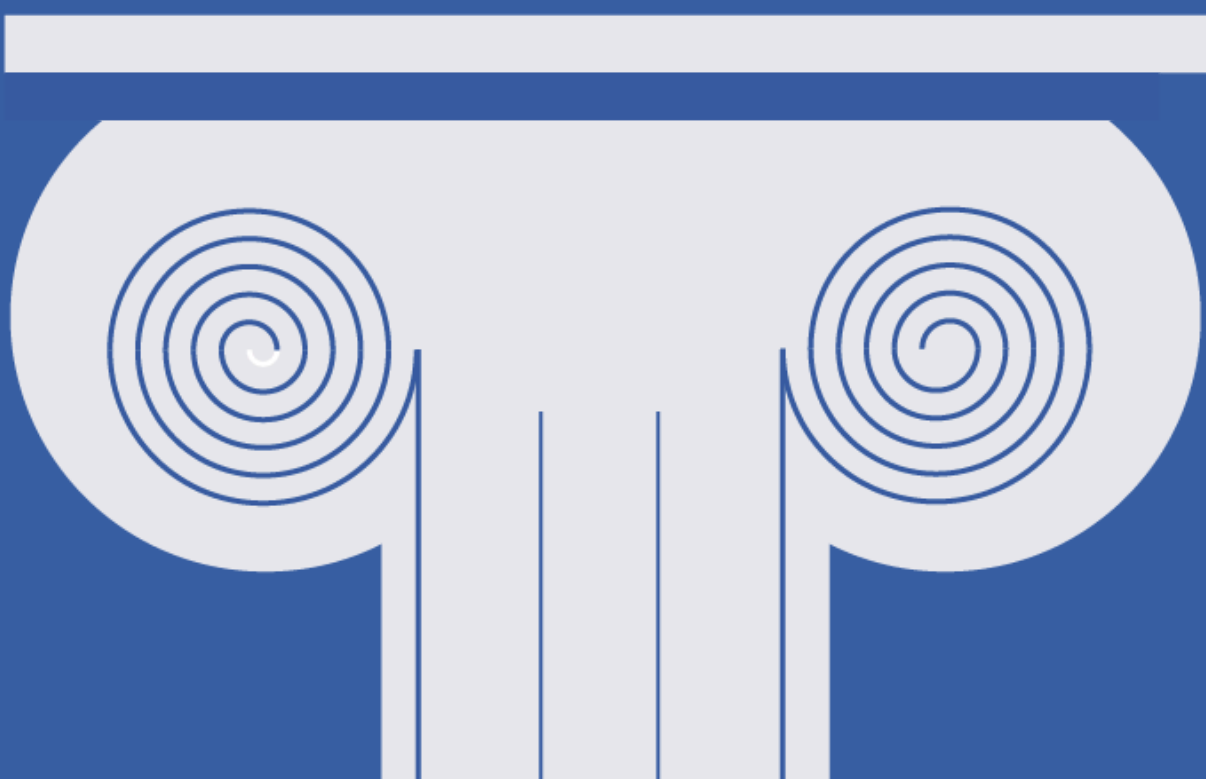
Consider which official can best respond to your concern or discuss the issue you want to speak about. Does their position allow them to pursue the change you hope for?

## 2. **Find the office you would like to visit.**

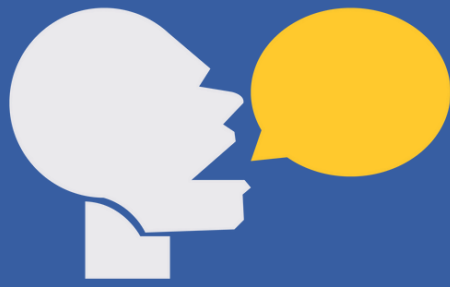
If you want to meet with one of your members of Congress, find out where their local offices are.

## 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.



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## 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.

