SCHEDULING AN IN-DISTRICT MEETING WITH YOUR LEGISLATOR

The following is a step-by-step process for scheduling a meeting with your elected official’s district or state office.

Please note that each office handles meeting requests differently. This document provides a general guide of the steps you’ll need to follow in order to properly set up an official meeting.

Also note that most offices schedule these meetings anywhere from one to three weeks out (longer if meeting is a site visit), so account for that timeframe when planning.

I. Call the office and identify the scheduling process.

Call your legislator’s main district office during normal business hours (if contact number is not already provided, please email david.pinkham@autocare.org for most up-to-date information). Say that you are a constituent and would like to set up a meeting (e.g., site visit or meeting at district office). The scheduler (or their voicemail) will explain the official process as to how the office receives meeting requests and sets up district appointments, so listen carefully.

II. Provide the necessary information in the request.

- Your name and contact information
- The name of others attending the meeting
- The name of the business/association you are representing
- The reason for the appointment (e.g., to discuss your business, specific issue, etc.)
- Desired location (be flexible)
- Desired date and time (be flexible)

III. Follow up to confirm the request was received.

If you do not receive a response within two to three days, call the scheduler to confirm that the request was received. If the office is still weighing your request, feel free to establish a time as to when you would like to receive a response.

IV. Prepare.

Please notify David Pinkham at david.pinkham@autocare.org once you have an appointment scheduled. He will be able to offer any additional intelligence on the legislator and provide any materials for you to review and bring to the meeting. Take time to review the legislator’s website and social media pages to better understand their background and the issues most important to them.

If you’re traveling to the legislator’s district office, plan to arrive 5-10 minutes early. Remember to dress appropriately and bring business cards.

Finally, if you are meeting with a legislative staffer, they speak for and represent the interests of the legislator, so the preparation process remains the same.