

Meeting Your Representatives

Want to meet with your member of Congress or your Senators? We have a simple cheat sheet to help!

Step 1: Locate your representatives

Enter your zip code at <http://www.house.gov/representatives/find/> and find out the name of your member of Congress. Click on their name to go to their webpage. Every Californian is also represented by Senator Kamala Harris (<https://www.harris.senate.gov>) and Senator Dianne Feinstein (<https://www.feinstein.senate.gov/public>).

Step 2: Call their district office

At the bottom of their webpage, find their local office contact information. You'll want to call the district office closest to you and ask to speak to the "scheduler."

Step 3: Set the meeting

Introduce yourself to the scheduler. Ask to meet with the legislator (or an appropriate staffer) in **the district**. The Washington, D.C. schedule means some months are better than others, so be flexible. Identify a time and date that works, and how long the meeting will be.

Step 4: Mind the details

When you are setting up the meeting, be sure to ask how many people the office holds, and who the primary contact is. About a week before the meeting, send an email with basic information about your group and an overview of what you want to discuss. Keep it to one page! Reconfirm the day before.

Step 5: Coordinate your team (ongoing)

Identify people interested in participating in the meeting. Everyone brings a different, valuable perspective. Choose a team leader (yourself?) whose job will be to ensure that each participant gets to speak. Discuss in advance what you want to talk about, but be open to questions from the legislator. Make a guide, not a script!

Step 6: The meeting

Arrive early! It's easy to kill time, but hard to make it up. Introduce yourselves. If you're making a specific request, say it, then let folks talk. Make time at the end for questions. Keep an eye on the clock to ensure the group is on track, but defer to the legislator's time constraints. If you are asked questions you don't know the answer to, let them know you'll follow up. If you met with a staffer, ask them to inform their Capitol colleagues.

Step 7: Follow-up

Send a note thanking them for their time. Answer follow-up questions via email. Both are opportunities to restate the importance of the issue, and keep it on their mind.