

Planning for Capitol Hill meetings



Contacting your State and local Representatives

From the Citygate Network website:

Step 1: Identify Your Members of Congress

- Visit **Senate.gov** and click “**Find My Senator**” (top-left of the page).
- Visit **House.gov** and enter your ZIP code (top-right of the page).

Step 2: Submit a Meeting Request

- Complete the online request form to schedule a meeting at the member’s **Washington, D.C. office**.

Step 3: Confirm Receipt

- Follow up with a phone call to the office a few days later to confirm the request was received.
- Ask for the **name and email address of the scheduler**.

Contacting your State and Local Representatives (cont'd)

Step 4

Contact the Scheduler

- Email the scheduler to formally request an appointment with the Senator/Congressman or an appropriate staff member.

Step 5

Follow Up

- If you have not received a response, follow up with a phone call one week later. Ask to speak directly with the scheduler and attempt to confirm the meeting by phone.

Step 6

Log Your Meeting

- Once your appointment is confirmed, add the meeting details to the master Google Doc.
- This step is essential to prevent overlapping meetings with Senate or House offices.

Preparing for Meetings

Research your representative

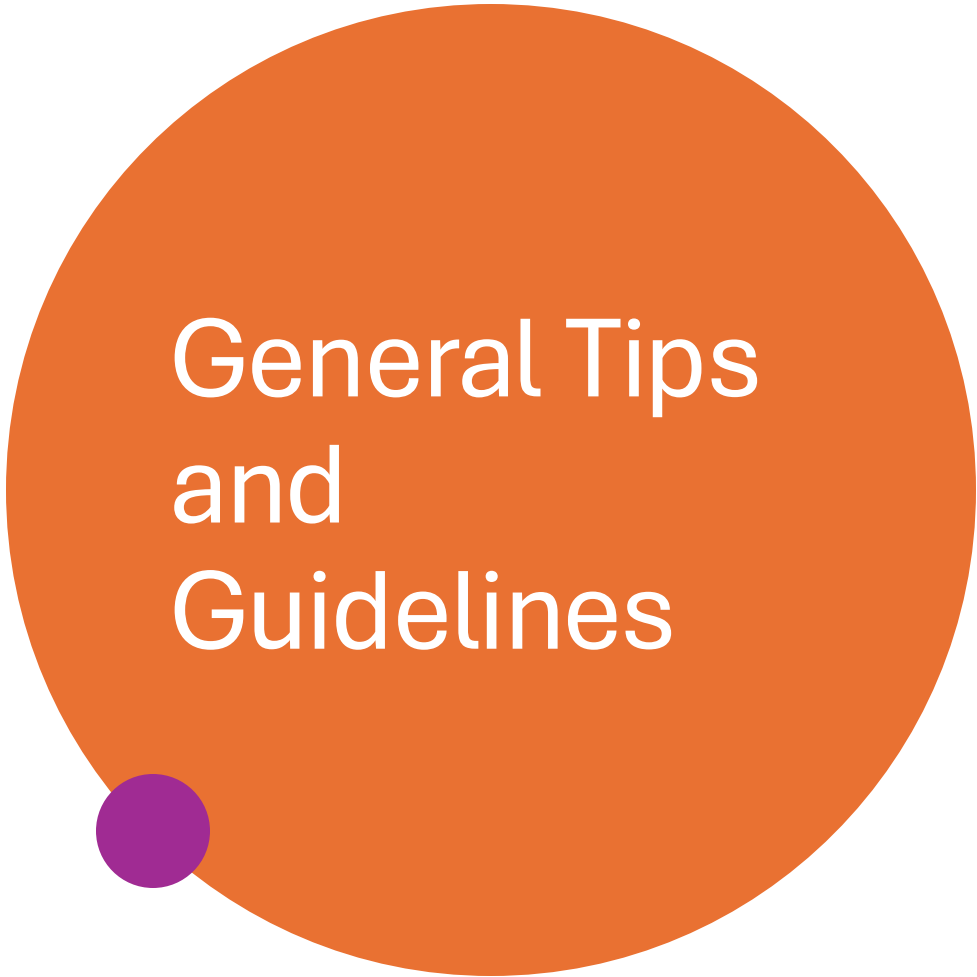
- Committee involvement
- Local issues or specific areas of interest
- Accomplishments
(legislative, community-based)

Know your ask

- Legislative
- Community action
- Citygate vs. State/local

Meeting Follow-up

Establish	Establish at least one action item with which to follow up
Email	Email a thank you for the meeting within 24-48 hours
Include	Include invite for a tour or meeting within the local district
Establish	Establish point of contact in office for future questions and requests



General Tips and Guidelines

- If you hit a wall with scheduling: add flexibility, reach out to local leaders for assistance, etc.
- Timing is critical: get to the point, be direct, limit long narratives, capture their attention!
- Bring numbers: specific mission data, Citygate keycards for aggregate data, etc.
- Do not leave without a planned follow-up or action plan
- Carry plenty of business cards
- Prepare for hallway meetings



QUESTIONS?