



# How to Request a Meeting with Your Member(s) of Congress or Congressional Staff

*Meetings can be scheduled virtually, or in-person at your Member's Washington, D.C. or District office\**

Phone numbers for your Member's D.C. and District Offices are listed on your Member's website.

## To request a meeting with a Staffer:

- Call the office, and ask the individual who answers the phone (likely a Staff Assistant or Receptionist) for the full name and email address for the Staffer who covers the issue area you want to discuss (e.g. health, education, housing, climate change, immigration, etc.)
- After you receive the contact the Staffer's contact information, send a short email to them directly requesting a meeting. A sample email is provided below for you to use as a template. Please remember to personalize your message.

New message

To Staffer@email.gov

Subject Meeting Request

Hi John,

I'm a constituent and [PSYCHOLOGIST/GRADUATE STUDENT/RESEARCHER] from [CITY/STATE].

I would like to schedule a meeting with you to discuss H.R. 1234, which would establish June 31<sup>st</sup> as National Family Mental Health Day. Are you available for a conference call or virtual meeting on [DATE]?

Sincerely,

[YOUR NAME]

Send

## To request a meeting with a Member of Congress:

- 1) Determine a list of potential dates you would like to suggest for your meeting.
  - Typically, meetings with Members of Congress should be requested 2-3 months in advance.
  - When selecting potential dates for your meeting, refer to the Congressional Calendar. For 2021, the House calendar can be found [here](#), and the Senate calendar can be found [here](#).
    - If requesting a meeting with your Member of Congress in Washington, D.C., select potential dates labeled “[House/Senate] in Session.”
    - If requesting a meeting with your Member of Congress in your State/District, select potential dates labeled “District Work Week.”
- 2) Call the office, and ask the individual who answers the phone (likely a Staff Assistant or Receptionist) for the full name and email address for the Member’s D.C. or District Scheduler (depending on where you want to have the meeting). Members of Congress usually have two schedulers – one for when they are in Washington, D.C., and one for when they are back in the State/District.
- 3) After you receive the contact the Staffer’s contact information, send a short email to them directly requesting a meeting. A sample email is provided below for you to use as a template. Please remember to personalize your message.

