

## How to Get a Meeting with a Politician

These tips are written with members of the U.S. House of Representatives in mind.  
They can be adapted to other politicians at all levels with little difficulty.

1. If you don't know who your representative is, visit [congress.org](http://congress.org) to find out by using your zip code. This will also give you're their phone numbers (DC and in the district) to call and the addresses to go to for the visit.
2. Decide whether you want to meet with them in DC or in the district.
3. Rehearse your call before you actually make it.
  - Know the name of the scheduler if you can find it.
  - Know several dates and times you will be available so as to provide options for the scheduler.
  - Know the names, titles, and contact info for everyone who will attend the meeting.
  - Have a clear and concise statement of your issue written out for reference.
  - Offer to fax or email the substance of your meeting request to them and ask for the fax number or email address to send it to.
4. Ask to speak to the Scheduler.
  - If he or she is unavailable leave a message with your name and phone number requesting a meeting.
  - If you don't hear back from the Scheduler by the next day, call again.
  - Keep making follow up calls until you speak to the Scheduler directly. This may take eight or ten calls, so don't get discouraged.
  - If you end up with a no, ask to meet with an aide who works in your issue area.
  - Remember that these people are very busy, but ultimately they work for you. It is fully within your rights to ask to see and speak to your Member of Congress.
5. Reconfirm your meeting the Friday before your appointment is scheduled. There is nothing worse than traveling all the way to DC to find that they have bumped your meeting.

### **Notes:**

- Call as far in advance as you possibly can, especially if you want to meet in DC. Congress members' schedules are generally written weeks or months in advance. You will have a much greater chance of success if you plan ahead than if you walk in looking for an audience.
- Ask for a meeting with the member but understand that you may end up meeting with a staff member that handles your issue area.

**Make sure you download and read my tips on what to do when you are actually in the meeting!**

(Adapted from The Peace Alliance <http://tinyurl.com/36zebe>)

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