

MEETING WITH YOUR MEMBER OF CONGRESS

HOW TO SCHEDULE A MEETING

NOTE: *If you'll be speaking on behalf of your state, local, or retiree chapter, seek authorization from your president. However, you can always speak for yourself in a personal capacity.*

To schedule a meeting:

1. Call the U.S. Capitol Switchboard at 202-224-3121
2. Tell the automated operator the representative or senator you are trying to schedule a meeting with
3. Ask to speak with the office scheduler or a staffer that handles postal matters. If no one is available, ask for an email address
4. In your email to the office:
 - Identify yourself as a constituent and provide your address
 - State your role within APWU
 - Give them a **short** summary of what you want to discuss
 - Make a specific request for a meeting (in person, by phone, or virtually)

Pro Tip: If you are unable to get a meeting, attend a public event with the elected official, such as a rally or town hall, and ask the member for a meeting directly.

HOW TO PREPARE

- Do your homework on the member
 - What are their policy positions?
 - What committees do they serve on?
- Know your issues
 - Obtain a copy of the APWU legislative priorities on our website
- Tailor your request to their position
- Think of a story that is personal, relevant, and took place in the district
- If you are going as a group, assign roles early and meet in advance
- Practice your pitch

THE MEETING

- In advance of the meeting, send a note to confirm the time and place, plus list the participant names, their titles, and street addresses (within the congressional district or state)
- Introduce yourselves and establish yourselves as leaders in your community
- Tell your relevant story and connect it to your issue
- Arrive early and remember to be polite

CLOSING THE DEAL

- Always make a direct ask
- Follow up with a thank you note:
 - Summarize your ask and explain how your ask is good policy
 - Thank them for their time
 - Reiterate any commitments made
 - Provide them with a digital copy of any legislative priority or other documents that support your ask