

How to request a meeting with your legislator...

1. Find the names and contact info of your legislator's district and capitol staff by visiting his or her web site. You can find a list of legislators at <http://www.legislature.ca.gov/>
2. Email or fax a meeting request to the district or capitol office (depending on where you want to meet). Sample language is below.
3. Follow up the next day with a phone call to the scheduler to confirm that s/he got your request and to find out when they can get back to you with a date and time to meet. Legislator schedules are very busy and often finalized at the last minute, so it may take a day or two for them to find a time to meet with you.
4. If you don't hear back from the scheduler in 3 business days, call again for an update, and ask again for a date by which s/he will get back to you.
5. Be persistent! Call again if you don't hear back after another 3 days. After one week, call every day until you get a meeting scheduled.

Sample Meeting Request letter if you will be representing an organization:

Dear [name of scheduler/staffer]

On behalf of [your organization] I am writing to request an in-person meeting with [name of elected]. We would like to share with you [reason for visit. For example: our concerns about the effect of the budget cuts on uninsured women in your district and throughout the area].

[Brief couple of sentences about your organization]

Participants in the meeting will be [names of participants]. We are available to meet at [name of elected]'s convenience.

Thank you for your time and I look forward to hearing from you.

Sincerely,
[your name]

Sample Meeting Request letter for individual constituents:

Dear [name of scheduler/staffer]

I am a constituent in your district and I am writing to request an in-person meeting with [name of elected].

We would like to share with you [reason for visit. For example: our concerns about the effect of the budget cuts on uninsured women in your district and throughout the area].

Participants in the meeting will be [names of participants]. We are available to meet at [name of elected]'s convenience.

Thank you for your time and I look forward to hearing from you.

Sincerely,
[your name]

Sample Phone Follow-Up:

Ask to speak to the scheduler or person to whom you emailed the meeting request.

Hi! My name is [your name] and I sent you a letter [# of days ago] requesting a meeting with [name of elected] regarding [reason]. Did you receive that [email or fax]?

If Yes: Great! What time works best for the [elected's title]?

If No: I'm sorry the [email or fax] didn't come through. Is it possible to make an appointment now over the phone or do you need a written request?