

## Scheduling Meetings on the Hill

### **'What should the invitation to my Member of Congress say?'**

- Make sure your request is specific, relevant, timely, and that it appeals to the interests of your members of Congress. If you know your Senator or Representative has a specific interest (for example, STEM), then consider tying the invitation to their priorities.

### **'What details should I include?'**

- Congressional offices want to know basic information. We've already talked about the 'why.' Your invitation should also address the 'who,' 'what,' 'when,' and 'where.' The office will want to know what issue areas you want to speak about in order to assign the correct staffer.

### **'Where should I send the invitation?'**

- In most instances, a request for a meeting on Capitol Hill will go through the D.C. scheduler. Simply call any office and request contact information for the individual who handles scheduling requests in Washington, D.C.
- Congressional offices receive many scheduling requests, so they prefer to receive them in writing. Save yourself a stamp. Email is your best bet when requesting a meeting unless otherwise stated by the congressional office.
- If you have previously met with other staffers in the D.C. or district office, consider including them on the request.
- Make sure you follow up. If you placed a request but haven't heard back, call or email the scheduler.

### **'How much advance notice do they need?'**

- Probably not as much time as you may think. Congressional schedules are constantly in flux, but generally begin to shape up two or three weeks in advance. Try to request your meeting a month in advance.
- Offer a few different options for meeting times if possible.

### **'How long will the meeting last?'**

- The standard meeting window is generally a 30-minute block. However, on a particularly busy day you may only be allotted 15 minutes.
- Allow time for overages. Even if you believe you have a 30-minute meeting, it's better to plan to be there for an hour. Meetings can start late, or go long.