

REBUILD WITH US.

Schedule an In-District Congressional Meeting

One of the most effective ways to influence the legislative process and build a relationship with your Members of Congress is to meet with them in-district and share why we need Congress to work with cities to rebuild and reimagine America's infrastructure. Follow the simple steps below to schedule a meeting with a legislator while they are home.



Step 1: Find Out How the Legislator Prefers to Receive Meeting Requests

- Go to the legislator's website.
- Find the page called "Contact Us" or "Schedule Meetings."
- Follow the instructions for requesting a meeting.
 - Every office will want a request in writing (typically via email).
 - Some offices require the use of a web form.

Keep in mind, you may be required to request a district meeting through the Washington, D.C. office, or contact someone directly at a district office.

If the website doesn't specify how to schedule meetings in a district office:

- Find the contact information for the office nearest you from the legislator's website.
- Call and ask how the staff prefers you to submit district meeting requests.



Step 2: Draft and Send Your Written Request

Use the meeting request template in this guide and be sure to:

- Explain your purpose.
- Whom you represent.
- Your connection to the Member of Congress' district.
- Suggest specific times and dates for the meeting.

Keep in mind, it's easier for staff to arrange a meeting if they know what you wish to discuss and your relationship to the area and constituents.



Step 3: Follow Up

Offices receive thousands of meeting requests every day, so messages will occasionally get lost or be overlooked. Therefore, it is critical to follow up - be politely persistent.

One week after sending your request, follow up with a call or email.

- Verify the request was received.
 - Sample: "I'm following up on a scheduling request that I've recently submitted."
- Answer any questions the legislator's staff have.
- Be prepared to resend your request.

Meeting Request Guide

The below provides an outline of information you should include in a meeting request, along with a template. Use this to craft your next meeting request.

Your Meeting Request Should Include the Following:

- Your name and contact information
- The name and street address of the Member of Congress
- The name of the legislative staff member who should read your letter
- A request to meet with the legislator
- Brief, specific details about how your city serves constituents and the issue you would like to discuss
- Follow up information for additional questions

If you decide to send a letter, consider faxing or emailing the letter instead of mailing it.

Meeting Request Email/Letter Template

[your logo here]

City of [Name, State]

[Mailing Address]

Phone: [number] | Fax: [number] | [website address]

[Date]

[The Honorable Name]

ATTN: Scheduler

[Street Address]

[City, State and ZIP Code]

Dear [Senator/Congresswoman/Congressman Name]:

Representatives from [City, State] would like to meet with you on [Date] to discuss the need for Congress to prioritize developing an infrastructure plan and why a federal partnership on infrastructure is essential to the City of [Name]. The people from your district who will be attending are:

[Names of constituents and city titles in bullet form]

We hope you would be available to meet sometime between [Time] on [Date]. If you are unavailable, we hope your staff who handle [name of policy issue(s)] would be able to meet.

The City of [Name] plays a critical role in maintaining and improving the quality of life for our mutual constituents. Of particular importance now [is/are brief description of the issue or action that you want accomplished]. We hope to speak with about [the ways our community has benefited from federal infrastructure investments. In addition, we'd like to discuss the funding levels necessary to ensure we are continuing to meet our community's infrastructure needs.]

Thank you for your attention in this matter. We look forward to working with you to continue our federal-local partnership. To set up a meeting, please contact [Name, Position,] at [phone number] or [email address]. We will contact you in the next few days to see what may be possible.

Sincerely,

[Signature]

[Name]

[Title]