



## SCHEDULING YOUR MEETING

**Each Congressional office has a preferred method for scheduling meetings, so it is best to make a direct call to find out how that particular office operates when it comes to constituent meetings. Just follow the steps and tips below!**

- 1.** Identify the closest district office to you using the Member's website and call the office to ask for a meeting. Make sure you have the following information ready before making the call.
  - A few dates you have available to offer to the scheduler.
  - The names and contact information for other advocates who may be attending with you.
- 2.** Identify yourself as a constituent and American Heart Association (AHA) advocate and ask to speak with the scheduler.
- 3.** Once you are connected to the scheduler, again identify yourself as a constituent and AHA advocate — and request a meeting with the Senator/Representative when they are back in the district to discuss helping kids survive a cardiac emergency and the importance of lifesaving medical research.
- 4.** While some offices will take meeting requests over the phone, some schedulers may ask you to submit the request in writing (via fax or email). If so, ask the scheduler what information should be included.
  - See below for a sample written request.
  - Other offices have online meeting request forms, which the scheduler can direct you to.
- 5.** Don't forget the follow-up! If you have to leave a message or have not heard back from the scheduler with a confirmed meeting date and time after submitting your written or online request, make sure to follow-up. Many offices are flooded with requests, so it will take some patience and persistence to secure your meeting.



### A quick note on scheduling —

Members of Congress have very full schedules when they return home, so it is likely that you will need to be flexible. Providing multiple dates when you can be available will help make a meeting easier to schedule. It is possible that your meeting will be scheduled with the Member's staff, and that is OK! If your request for a meeting is turned down, ask about other upcoming opportunities to speak with the Member, like town hall meetings.

### Sample Written Request:

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Dear [insert scheduler's name],

I am a constituent of [fill in name of the Member of Congress], as well as an American Heart Association advocate. I am writing to request a meeting with the [Senator/Representative] when they are back in the district, whenever is most convenient for. I would like to meet with the [Senator/Representative] to briefly discuss how Congress can help children who suffer a cardiac arrest in schools, and the importance of lifesaving medical research.

Please let me know if you need any additional information to complete this request. I look forward to hearing from you about the [Senator/Representative's] availability.

Thank you!

[Your full name]

[Address / phone number / email address]