

How to Schedule a Meeting with a Member of Congress

1. Identify the Right Office

Decide if you want to meet with the member's staff in their Washington, D.C. office or a district/state office. You can find this information on the member's official website.

2. Locate the Scheduler's Contact Info

Each office has a scheduler who handles meeting requests. You can usually find the scheduler's name and email on the member's website or by calling the office directly.

3. Prepare Your Request

Be clear, concise, and specific. Include:

- Who you are (and who else will attend, if applicable)
- The purpose of the meeting (brief and focused)
- Your availability and preferred dates
- Contact information

4. Follow Up

If you don't receive a response within a week, send a polite follow-up email or call the office.

See [Appendix 2](#) for an email template.

TIP! BE MINDFUL OF THE CONGRESSIONAL CALENDAR

This is the official schedule that outlines the days that the U.S. Congress — both House and Senate — are in session and when the respective chambers are in recess. It is published annually and is used to organize legislative business, committee work, and other official activities. While it can be exciting to do meetings while Congress is in session, you can have meetings any time of year; their staff will still be available for constituent meetings.



- **House of Representatives:** Available through the [House Majority Leader's website](#)
- **Senate:** Available through the [Senate website](#)

“As a former congressional staffer and now an advocacy leader, I’ve seen firsthand how far kindness, thoughtfulness, and open-mindedness can go. Even when viewpoints differed, we always made time to meet with constituents — and those who approached the conversation with respect often became trusted voices we turned to for insight again and again. Building a relationship through courteous, intentional advocacy is one of the most powerful ways to create lasting impact.”

— Kathryn Schubert, MPP, CAE, SWHR President and CEO