**Scheduling In-District Legislator Meetings**

1. **Find contact information for your Congresspeople and their staff:**

* House Members:

[**https://www.house.gov/representatives/find-your-representative**](https://www.house.gov/representatives/find-your-representative)

* Senate Members: [**https://www.senate.gov/general/contact\_information/senators\_cfm.cfm**](https://www.senate.gov/general/contact_information/senators_cfm.cfm)

On each legislator’s website, they will provide district office information. Note which district office is closest to your business or home.

1. **Call the legislator’s Washington, D.C., office to schedule your meeting**

* Ask for the scheduler
* Introduce yourself as a constituent (and/or personal friend, donor, etc.) and a local business leader
* Clearly state your request: a 30-minute, personal meeting with the legislator **in his/her district office**
* Outline the purpose for your meeting and the issue you will be discussing: Supporting the REPAIR Act (H.R. 906)
* Email a written letter of request within 24 hours of your first call
* Be persistent but polite. If you don’t receive any feedback within a week, follow up with additional calls, but remember that the scheduler is busy balancing several tasks for the legislator.
* Be courteous and patient. The scheduler may be more willing to find room for your meeting if the member’s schedule changes. Or, you can ask to meet with the legislator before or after a community event they’re attending.