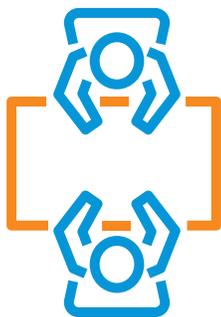


## Visit Your Legislator



Find Members of the Legislature representing the area in which you reside. Legislators are most responsive to their own constituents... Locate your House Representative and Senator NOW!

Written requests should be short and polite:

“Hello my name is Chem E and I am a constituent of Senator Name. I would like to schedule a meeting with the Senator or their staff in the district office in Engineersville during the week of date here. I would like to discuss funding for advanced manufacturing. Thank you, Chem E”

Allow time for staff/the legislator to ask questions.

This is especially helpful in creating a longer term relationship with the office for future meetings and advocacy.

1. Visiting legislators at a local or federal office can be a rewarding experience. **To begin, identify your legislator’s contact information.** Most legislative bodies and agencies have directories which allow you to look for contact and office information of representatives for your address.
2. Call the office you’ve identify to visit and ask to speak with the scheduler. Depending on the office they may ask for a **written request**, or be able to schedule you directly.
3. If you are visiting as part of a group, make sure to preplan your discussion points and who will be leading the discussion. Plan if you have any materials you would like to leave behind as a resource to further inform the legislator and their staff.
4. Be sure to arrive early (about 15 minutes) and be flexible.
5. The scheduler will usually tell you how much time is allotted for your meeting. **Be sure to stay within that time**, succinctly delivering the points and ask you set out for.
6. Don’t forget to thank the staffer(s) and/or legislator for their time at the conclusion of their meeting. It can also be helpful to **send a written “thank you”** as a follow-up afterward.