



# SCHEDULING A MEETING WITH YOUR LEGISLATORS

## 01. Find Your Legislators

Use [OEFFA's Legislator Lookup](#) to find your members of Congress and the Ohio General Assembly.



## 02. Send an Email or Make a Call

Click the email icon in the links section of the Legislator Lookup to email each member or view their phone number. Make note of the district numbers listed on the Legislator Lookup.



Hello, Senator/Representative [NAME] and Staff,

My name is [NAME]. As a constituent in District [#], I would like to meet with Senator/Representative [NAME].

Can you please let me know the Senator/Representative's availability between [TIME] on [DAY]? If the Senator/ Representative is unable to meet during that time, I would be happy to meet with a staffer instead. Please let me know if you have any questions. I look forward to hearing from you soon.

Thank you!  
[NAME]

Customize this for your email or phone call

## 03. Wait and Follow Up

If you have not heard a response in 2-3 days, follow up with another email. If more time passes without a response, follow up with a polite call to their office using the numbers listed in the Legislator Lookup.



## 04. Prepare for Your Meeting

Research your legislator and define your "ask" for the meeting. Prepare talking points and create a leave-behind document that outlines the issue and includes relevant data and/or stories, your "ask," and your contact information.

