

Suggestions/Ideas/Logistics for Scheduling Meetings with Members of Congress on Capitol Hill

1. By telephone or fax, contact the Member's scheduler and request a meeting with the Member of Congress. (Don't use e-mail for the initial meeting request UNLESS you know the e-mail address that goes directly to the scheduler.)

Hint: You can get the name of the scheduler from NAAE's Capitol Advantage website:

- go to the NAAE website at <http://www.naae.org>
 - enter your zip code in the Contact Congress prompt
 - click on the "info" prompt of the Member you wish to visit
 - click on the "Staff Members" prompt under the Member's photo
2. Often the Member will not be available on the date and at the time you have available. It is absolutely fine to accept an appointment with a staff person (usually a Legislative Assistant or "LA"). When you tell the scheduler the issue(s) you want to discuss, he/she will know the appropriate staff person you should visit. (You can also find the name of the Agriculture LA and the Education LA by following the "hint" under number 1 above.)
 3. Some schedulers will ask you to send a fax or e-mail to him/her specifying the date and time of the meeting you are requesting and some brief information describing the issue(s) you wish to discuss. The scheduler will then get back in touch with you to confirm the exact meeting information.
 4. If you have a relationship with someone in the local district office of your Member of Congress, it might be helpful for you to schedule your appointment through the person in the local office. Members of Congress are interested in what's important to their constituents. Using the local district offices can help to show the Member that you are, indeed, his/her constituent.
 5. Plan for about a 20-minute visit unless you make arrangements in advance for a longer session. It is excellent if you can leave a one-pager on your issue(s) with the Member or the staff person. When you are able to visit with your elected officials, they are eager to pose for photographs with you.
 6. If you are going to visit both of your Representatives and your Senator, it is best to schedule both Representatives' visits back-to-back. Otherwise, you'll be walking from the House side of Capitol Hill to the Senate side and then back to the House side. Given current security measures, without a Capitol Hill staff escort, you cannot use the tunnels from the House to the Senate that go underneath the Capitol. So, you have to walk outside to get from the House office buildings to the Senate office buildings ... and it is not a short walk!
 7. A map of Capitol Hill, showing the House and Senate office buildings and the Capitol, can be viewed, downloaded, or printed here ... http://www.aoc.gov/cc/grounds/cc_map_grounds.cfm. More Capitol Hill highlights can be reviewed here ... <http://www.capitolhillmap.com>.
 8. To use MetroRail to get to the Senate office buildings, use the Union Station station located on the Red Line. To use MetroRail to get to the House office buildings, use the Capitol South station located on the Blue Line and Orange Line. A map of the Washington, DC MetroRail System can be viewed, downloaded, or printed here ... <http://www.wmata.com/metrorail/systemmap.cfm>.
 9. The United States Capitol and surrounding areas are under the jurisdiction of the United States Capitol Police. The Capitol Police staff are happy to answer questions and provide directions if you need assistance.