

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

1. By telephone, contact the Members' offices 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 someone you know in your Members' offices or a scheduler.) [Email List of Schedulers in Congress](#)

Hint: You can get your Members' contact information from the Legislative Action Center website:

- go to the NAAE website at <https://www.naae.org/advocacy-in-ag-ed/take-action/legislative-action-center/>
- click on the "Go to the Legislative Action Center on the ACTE Website" link
- click on the "Directory" tab
- enter your street address and zip code under "Find your Elected Officials"
- click on the hyperlinked name of the Member you wish to contact

Please note the official website of the Member will have the most up to date email information.

2. Often the Member will not be available on the date and at the time you have available. It is 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.
3. Some schedulers will ask you to send an 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 your visit includes your elected officials, they are eager to pose for photographs with you. After your visit, make sure to send a follow up email thanking the individual you met with and giving a quick overview of what you discussed. If you provided a leave behind, attach the leave behind to the email and reference it in the text of your email. Make sure the email is short and to the point.
6. If you are going to visit both of your Senators and your Representative, it is best to schedule both Senators' visits back-to-back. Otherwise, you'll be walking from the Senate side of Capitol Hill to the House side and then back to the Senate side. Given current security measures, without a Capitol Hill staff escort, you will not be allowed to use the tunnels and trams from the Senate office buildings to the House office buildings that go underneath and through the Capitol. You will probably 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 ... <https://www.visitthecapitol.gov/visit/maps-and-brochures/us-capitol-map>
More Capitol Hill highlights can be reviewed here
<https://www.aoc.gov/explore-capitol-campus/visitor-resources>
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/rail>.
Here is additional information on how to get to Capitol Hill <https://www.uscp.gov/visiting-capitol-hill/visitor-information/getting-capitol-hill>
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.