



1. Before calling your member of Congress, fill in the bracketed information in Step 4 below.
2. Call your legislator's district office. The phone number can be found on the "Who represents you" link.
3. Tell the operator that you would like to request a meeting with your member of Congress as part of the August recess.
4. Use the following script as a guide for your conversation:

I am a constituent—a resident of [City] for the past [# of years] years—and would like to set up a meeting with Representative [last name] in my district in August.

Are there any available appointments during that time?

*The scheduler may or may not have times available. Give him or her your contact information, ask for an e-mail address and phone number and always say thank you.*