

# UNIDOSUS CHANGEMAKERS SUMMIT

MARCH 4-6, 2024  
THE HAMILTON HOTEL DC \* WASHINGTON, DC

## Scheduling Legislative Visits

Face-to-face meetings – even in a virtual environment – are one of the most effective ways to influence lawmakers. If you are unable to see your representative, you should still meet with his or her staff. The staff of elected officials work on legislative, regulatory, and policy issues every day and greatly influence the positions and votes of their bosses.

### *Arranging Meetings*

1. If you need to find out who the members of your state’s congressional delegation are, visit [www.senate.gov](http://www.senate.gov) and [www.house.gov](http://www.house.gov). You can also find your representative by entering your zip code in the [Find Your Representative](#) search engine.
2. Google the representative for contact information or call the U.S. Capitol Switchboard at (202) 224-3121. A switchboard operator will connect you directly with the office you request.
  - You will likely be answered by an intern or junior member of the staff. Politely let them know that you are a constituent and would like the scheduler’s contact information to send them a meeting request.
  - Ask them to spell out the scheduler’s name and email address.
3. Send the meeting request letter as a PDF attachment to the scheduler.
  - Using an organization’s letterhead helps to lend additional credibility to the request. Include request on letterhead if possible.
4. In the body of the email to the scheduler, include the following points:
  - “I am a constituent from [city or town in their district/state].”
  - “I am participating in the UnidosUS Changemakers Summit and would like to meet with my Member of Congress.”
  - If applicable: “I will be attending the meeting with [number] Latino leaders [and/or students] from my district.”
  - Note: Be specific about which issues, so the scheduler will know which staff person will be appropriate for the meeting. UnidosUS will provide additional one-pagers with talking points on key priorities.
5. Follow up: call and ask to speak with the scheduler.
  - Let them know when you sent the request and if they have an update for you. They may ask you to resend it and to follow up again.
  - If the Member is unavailable for a meeting, ask to meet with the chief of staff or the legislative director, which are the highest-ranking staffers in an office. Let the scheduler know you are interested in discussing specific issues, so you can be matched with a staffer who has knowledge of the issue areas you have listed.