A Short Guide to Scheduling a Legislative Meeting

- **Find your legislators**
  - If you don’t know who your legislators are, there is a helpful “Who Represents Me?” website you can use. Just plug in your address and it will let you know who your legislators are.
  
  - Once you’ve determined who your legislators are, head to the Senate website and the House website. There you will find contact information for every legislator, including the ones you want to set up your meetings with.
  
  - Record their contact information so you have it handy.

- **Schedule your meeting**
  - You may choose to call or email your legislators.
  
  - You will be interacting with your legislator’s Legislative Assistant. This person is the gatekeeper of the schedule and many other things for the legislator, so be courteous—they are busy people often working for more than one legislator.
  
  - **NOTE:** If you know there will be a group of people from the same area interested in seeing the same legislator, consider making one appointment for everyone to join.
  
  - When calling or emailing, be forthcoming and respectful about who you are and why you’re asking for a meeting. Be flexible with their schedules but insist on meeting with them. Make sure to remind them you are a constituent!

- **Potential Script**
  
  - Hi, my name is [insert your name]. I’m a constituent of Senator/Representative [name]. I’m going to be participating in the Minnesota Rural Broadband Coalition Virtual Day on the Hill on March 24th. I’d like to meet with Senator/Representative [name] to talk about broadband in our district.
  
  - Make sure to thank them when you are finished scheduling the meeting and leave them contact information to get a hold of you for any changes.

- **Questions?**
  - If you have questions, concerns, or need assistance with scheduling your meeting, please email Nathan Zacharias.