



Scheduling a Meeting at your State or District Office

Scheduling a meeting in the state or district office is the same as scheduling in Washington. Typically, there is a scheduler who works exclusively in the state or district office, but it can be the same person who manages the member's schedule in Washington. In either case, use the same approach.

When meeting with staff in the state or district office, you will typically meet with a caseworker. Much like meeting with a legislative assistant, this is a good thing. When you speak to staff, tell them you are a representative of your organization and let them know what issue you would like to discuss.

Staff may already be aware of your organization, but if not, tell them about the valuable services you provide to the individuals you support. Let staff know you can be a resource to them on issues important to providers.

Timing is important when scheduling a meeting:

- Remember to look at the congressional schedule to see when your member might be home over a holiday or work period.
- Members typically have more time to meet with constituents when in their state or district offices than they do in Washington.

On average the length of time that a constituent gets to meet with a Member of Congress or staff during a Capitol Hill visit is 7½ minutes