

EASY STEPS TO SCHEDULING YOUR MEETINGS

1. Get your list of Representatives and Senators. D.C. office addresses and phone numbers. All that is on the Congressional Directory provided by the TS Alliance. Coordinate with the other volunteers coming from your state so there isn't overlap or oversight! Know who is contacting each office.
2. Call the D.C. office. Sample script: "Good morning. I am coming to Washington in a few weeks and would like to schedule a brief meeting. How should I do that?" You should get the email address for the scheduler. Ask for their name if it isn't provided. In addition you may ask for the name of the congressional staffer who handles Defense health programs. You may get one or two more names and email addresses.
3. Email your meeting request to the scheduler. (Sample email provided).
4. The scheduler may ask for the names and home cities of the people attending the meeting.
5. The scheduler may say that the Senator or Representative is unavailable. If they forward you to a staff member follow up with that staffer, don't wait and see if they get back to you. If the scheduler doesn't offer up a staffer to take the meeting ask for someone. You may even suggest the staff members' names you got when you called the office initially. (See #2)
6. Schedule your appointment. Confirm location, time, who you are meeting with. House to House or Senate to Senate meetings can be scheduled at half hour intervals - 9:00, 9:30, and 10:00.

Traveling from House to Senate takes about 15-20 minutes, allow that additional time between meetings.

7. Email your confirmed appointments to us at (grc@tsalliance.org) using the following template so they may be entered in the Master Schedule. Keep a listing of your own appointments.

Subject Line: [Your State] Appointment

Date:

Time:

Location:

Representative/Senator:

Staff member & title:

Staff member's email:

8. If at first they don't schedule, follow up and remind them!

Example of Congressional Directory with volunteer assignments noted from previous year (2017). Work with your team.

2017 March on Capitol Hill Congressional Directory - Senate										TS Vol
Last name	First name	Party	State	BLDG	OFFICE	Sig 16	Sig 17	Appropriations	Office Phone	Scheduling
Sullivan	Daniel	R	AK	Hart	702	Y	Y		(202) 224-3004	Rebecca
Murkowski	Lisa	R	AK	Hart	709			Appropriations	(202) 224-6665	Erica
Sessions	Jeff	R	AL	Russell	326				(202) 224-4124	Carole
Shelby	Richard	R	AL	Russell	304			Appropriations	(202) 224-5744	Carole
Boozman	John	R	AR	Hart	141			Appropriations	(202) 224-4843	Sandy
Cotton	Tom	R	AR	Russell	124				(202) 224-2353	Sandy