

## HOW TO SCHEDULE A LOBBY VISIT

The first step in lobbying is to schedule a meeting with your representative. Here's how:

1. Call the Capitol switchboard (202-224-3121) and ask to be connected to your Representative's office.
2. Once connected, ask to speak with the appointments secretary or scheduler.
3. Introduce yourself as a constituent, stating where you live.
4. Tell the scheduler the issue you would like to discuss with your lawmaker – the **Clean Water Protection Act**.
5. Request a 15-minute meeting with your legislator (you may be given a shorter appointment, but any time is better than none). Make every effort to meet with your Representative directly. If they are completely unavailable, do not worry. You can schedule an appointment with the legislative aide responsible for environmental issues.
6. A scheduler may ask for the meeting request in writing or via email. You may use the following example:

*ATTN: Scheduler*

*Dear Representative \_\_\_\_\_,*

*My name is \_\_\_\_\_ from \_\_\_\_\_. I am constituent in your district and I would like to meet with you during (dates you are available). I would like to discuss an issue about which I care very deeply—ending the practice of mountaintop removal coal mining in Appalachia. As your constituent, I would like the opportunity to share my perspective on this issue. (If other constituents will be joining you insert their names here) will accompany me for this visit. I look forward to meeting with you. Thank you very much for considering my request.*

*Sincerely,*

*(Be sure to include your **full name, address, phone and email.**)*

After you schedule your visit, please let us know! Please send the information to Sandra Diaz, our field coordinator, at outreach@appvoices.org or call her at 877.277.VOICE (8642).

Please let us know if you have any questions or if you are having problems scheduling your meetings. You may have to be persistent in order to get your appointment but don't give up!

Thanks again for talking to your representative about the Clean Water Protection Act!