

# HOW TO REQUEST A MEETING WITH YOUR MEMBER OF CONGRESS (CHECKLIST)

## Step 1

- Confirm who your member of Congress is.

## Step 2

- Research your member of Congress.

## Step 3

- Request a meeting.

## Step 4

- Let First Focus know when your meeting will take place.

## Step 5

- Prepare for your meeting.
  - Set agenda
  - Possibly invite others from your community
  - Print out or send leave behinds
  - Practice what you will say
  - Confirm your request with First Focus

## Step 6

- On the day of your meeting.
  - Dress in business attire
  - Confirm time, room number, attendees and other details with the Congressional office
  - Double check connectivity if meeting is virtual
  - Have a great meeting!

## Step 7

- Celebrate and share your success with First Focus and others!

## Step 8

- Follow up with office.

