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.