



Tips for Scheduling a Visit with your Senator or Representative during their District Work Periods

1. Schedule an Appointment

To set up an appointment, call your Congressperson's home district office and speak to the Appointment Secretary or Scheduler. When you call, identify who you are and what organization you represent, and the purpose of your meeting. Often, Congresspeople will have several offices located around their district or state, so you may have to contact more than one office before you are able to successfully set up an appointment.

In order to find out the location and phone number of these offices, there are several resources available to you:

- Visit www.congress.org and type your zip code in the box. A list of your elected officials will appear, and you can click on "info" to see the location and phone number of their offices.
- If you already know who you wish to schedule an appointment with, you can visit their website. Go to www.senate.gov and choose your state. Your senators will appear and you can click on their names to be redirected to their websites. Or, visit www.house.gov and you can select your Representative's name from a drop-down list.

2. Be Prompt, Be Patient, and Bring a Small Group

It is not uncommon for a Congressperson to be late, or to have a meeting interrupted due to a crowded schedule. If interruptions do occur, be flexible. In addition, it's always good to bring colleagues who share similar interests—your message will be stronger if it comes from several organizations.

3. Be Prepared

It's always a good idea to bring information and materials with you that support your position. Congresspeople always want to hear about what's going on in their district from their constituents. Feel free to educate them with your experience and expertise. Also be prepared to answer questions and provide additional information. When it is appropriate, feel free to ask for a commitment on your issue.

4. Follow Up

Send a thank you letter that outlines the points covered in your meeting. If a commitment was made, be sure to thank your Congressperson for doing so in this letter. Include any additional material that was requested.

108th Congress, 1st Session 2003

Congressional Schedule

January 7	108th Congress convenes
January 20	Martin Luther King, Jr. Day
February 12	Lincoln's birthday
February 17	Presidents Day
February 17 - 21	Presidents Day District Work Period
April 6	Daylight Savings Time Begins
April 14 - 25	Spring District Work Period
April 17	Passover
April 20	Easter
May 11	Mother's Day
May 26	Memorial Day
May 26 - 30	Memorial Day District Work Period
June 14	Flag Day
June 15	Father's Day
June 30 - July 4	Independence Day District Work Period
July 4	Independence Day
July 28 - September 2	Summer District Work Period
September 1	Labor Day
September 27	Rosh Hashanah
October 3	Target Adjournment
October 6	Yom Kippur
October 13	Columbus Day
October 26	Daylight Savings Time Ends
November 4	Election Day
November 11	Veterans Day
November 27	Thanksgiving Day
December 20	Hanukkah
December 25	Christmas Day

Women Work! The National Network for Women's Employment

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