



Introduction to Making Appointments on Capitol Hill



by David Daniels

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COMPOSE MESSAGE



[Sen. Mark Warner](#)
US Senator (VA)
Democratic Party
(202) 224-2023
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[Sen. Tim Wainwright](#)
US Senator
Democratic Party
(202) 224-2023
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[Sen. Adam Ebbins](#)
State Sen. (VA030)
Democratic Party
(804) 698-7530
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[Del. Paul E. Kruger](#)
State Del.
Democratic Party
(804) 698-7530
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COMPOSE MESSAGE

Identifying Your Elected Official and Their Contact Information

1

Looking up your Member of Congress

Use www.findmyrep.org to search for your member of Congress.

- Enter your zip code
- For Senators use <https://www.congress.gov/members/find-your-member>

2

Email Format for Hill Staffers

House of Rep: First Name. Last Name @mail.house.gov

Ex): David.Daniels@mail.house.gov

Senate Office: First Name _ Last Name @ Senator last name.senate.gov

Ex) David_Daniels@sessions.senate.gov

Hyatt Kramer
1011 Massa Av.
Kent ID 63725

Subject: (_____)

Dear Hyatt Kramer,

Crafting an Effective Appointment Request:

Subject line for email "Meeting Request " followed by state association:

Ex) Meeting Request: Enlisted Association of the National Guard, TN (EANGTN)

1 Personalized Communication

Address a specific policy concern in your request for a more personalized appeal.

2 Clarity and Purpose

Clearly state the reason for the meeting and what you hope to discuss.

3 Polite and Professional Tone

Ensure your request is courteous and professional in tone and language.

- This will be discussed at the Legislative Conference

4 Example

Dear (Staffer/ or office name)

My name is ____, and I am a constituent in your district. I will be on Capitol Hill for my organization's National Legislative Conference, and I was hoping to meet with you regarding HR/SR ____."

As citizen soldiers, we face unique challenges and opportunities with our service. Thank you for your time, and I hope to hear from you soon."

Sign off with your home address at the bottom so the staffer can verify you're a constituent.

		Jille Duffy administrator	11:30am - 12:15pm Jille Duffy administrator	11:30am - 12:30pm Jille Duffy administrator		
Noon		12:00pm - 12:45pm Jille Duffy administrator	12:30pm - 1:30pm Jille Duffy administrator	12:30pm - 1:15pm Jille Duffy administrator		12:30pm - 1:30pm Jille Duffy administrator
1 pm			1:30pm - 2:30pm Jille Duffy administrator		1:00pm - 2:00pm Jille Duffy administrator	
2 pm		2:00pm - 3:00pm Jille Duffy administrator			2:30pm - 3:30pm Jille Duffy administrator	
3 pm						3:00pm - 4:00pm Jille Duffy administrator
			3:30pm - 4:30pm Jille Duffy administrator			

Scheduling the Appointment

Flexible Availability

Provide a range of dates and times when you are available to meet.

Confirm Contact Method

Specify your preferred method for confirming the appointment details.

Follow-up

Be prepared to follow up in case the initial request does not receive a response.

Preparing for the Meeting



Documentation

Bring relevant documents and materials to support your discussion.



Professional Attire

Dress professionally to show respect for the office and the official's time.



Etiquette

Familiarize yourself with the appropriate etiquette for a political meeting.

- This will be discussed at the Legislative Conference

Frequently Asked Questions (FAQ) About Capitol Hill Appointments

1

Who Can Request an Appointment?

Constituents and advocacy groups can request appointments with elected officials anytime.

2

How Far in Advance Should I Request an Appointment?

It is advisable to request an appointment at least 3-4 weeks in advance.

3

What Should I Do If I Need to Cancel or Reschedule?

Contact the official's office as soon as possible and provide a valid reason for cancellation or rescheduling.

Points of Contact (POC) for Additional Assistance



Local Constituency Office

Contact your representative's local office for immediate or local matters.

- Go to your member's website and go to the location tab. You will see their district offices listed



Capitol Hill Directory

Access the directory for relevant contact details of various offices and personnel.

- A directory is published every Congress with new details, office contacts, and details



Visitor's Assistance Center

Seek assistance from the Visitor's Center for guidance when visiting Capitol Hill.

- **[U.S. Capitol Visitor Center](#)**

Conclusion and Next Steps

Follow-Up Thank You

Send a thank you note after the meeting to express gratitude and follow-up on discussed matters.

Stay Informed

Keep yourself updated on important legislative activities and positions of your elected official.

Engage Continuously

Regularly engage with your official's office on policy matters and community issues.