As your elected representative, you are always able to request a meeting with your state senator. To request a meeting, contact your senator’s office and ask to speak to their administrative aid. Their aid will work with you to find a time. Often, these meetings will be scheduled for 30 minutes or less. It is important that you come prepared with facts and/or reasons to support your ask.

**Before the meeting:**

[ ]  Call the administrative aid of the senator to request a meeting

[ ]  Have an open calendar or list of dates and times that work for you

[ ]  Gather information to support your ask

**What to bring with you to the meeting:**

[ ]  Personal stories or personal connection to the ask (A letter, a paragraph statement, etc.)

[ ]  Any articles or research that supports your point of view or ask

* + While it is helpful to bring these along, consider consolidating the information onto a one page fact sheet for the senator and their staff

[ ]  A notebook and pen if you would like to take notes

[ ]  Something to thank them for (Noting community work or a bill they’ve supported that you appreciate

**After the meeting:**

[ ]  Provide the senator and their staff with any follow-up information they may have requested

[ ]  Thank the senator and their staff for their time and interest in meeting with you

[ ]  Send a thank you note/email where you restate your ask and thank them for their time

**If you are asking the senator to sponsor a bill:**

* Understand that there will be back/forth with the bill drafters office. The senator’s legislative aid will take care of most of it, but they may reach out to you with clarifying questions.
* Keep an eye out for any communication from the senator’s office to make sure the bill drafting can move forward in a timely manner