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## Instructions for Holding a Meeting at a Representative or Senator's Local Office

If more than one person is participating in the meeting, check schedules with each other before. Only one person should then contact the office.

### Here are step-by-step instructions for how to set up the meeting:

1. After finding the information for the local offices of your representative and/or senators, call the office and find out the name of the person who schedules appointments for the member and his/her email address and/or fax number. (Alternatively, you may be able to check their website for contact information or go to:

<http://www.congress.org/congressorg/directory/congdir.tt>).

2. Email or fax a brief letter to the scheduler's attention requesting an appointment. If possible, put the letter on church letterhead. It could read something like the following:

"On behalf of myself and other advocates representing Churches for Middle East Peace, I write to request a meeting with you during the spring recess April 6-17. The group would include [provide list of names, titles and church affiliations or other credentials in body of paragraph or as an addendum at end]. At this meeting we would like to discuss with you our hopes and concerns related to Holy Land peace, including building bi-partisan support for robust and sustained engagement by the Obama Administration to achieve a just and lasting two-state solution."

3. Follow up a day later by calling and asking to speak with the scheduler. Tell him or her who you are, your affiliation and that you are calling to follow up on the request you emailed or faxed the previous day for meeting with the senator or representative.

4. If after your attempts, the scheduler states that the member will be unable to meet with you, request that a senior staff person in the office meet with your delegation.