

## 2019 District Days

# STEPS FOR SCHEDULING A DISTRICT MEETING

For District Days, you will need to schedule your own appointment with each legislator's office. No need to worry; it is easier than it sounds and the Center is here to guide you. Listed below are the five easy steps to schedule a district meeting.

### 1. Designate a lead person

Select one person in your legislative district to make the appointment request so that the legislative office is not confused by multiple requests for meetings on the same topic.

If you have a legislative district that includes multiple counties, be sure to coordinate with other county coalitions. To find out which counties the legislator's district covers, review the Senate and Assembly District maps here:

[http://www.legislature.ca.gov/legislators\\_and\\_districts/districts/districts.html](http://www.legislature.ca.gov/legislators_and_districts/districts/districts.html)

Before you call, and if appropriate, check with your colleagues in neighboring counties and your key coalition members to find dates and times that work best.

### 2. Call to get contact information

Call both your Assembly Member and Senator's district offices and determine who handles the member's schedule in his/her district office. In some cases, it will be the Capitol office and in other cases the district office; it varies from member to member.

When you call the member's office, identify yourself as a constituent and say that you want to meet the Assembly Member/Senator in his/her district office. Most likely, they will require that you fax or email an appointment request to the Capitol office or the district office. Make sure to get a contact name, fax number and e-mail address for the person who handles scheduling.

Note: To find your Assembly Member/Senator's district office contact information, go to

<http://findyourrep.legislature.ca.gov/>

### 3. Email or fax an appointment request letter

Once you determine who handles the district scheduling, fax/e-mail a letter to that office to the attention of the scheduler. For a sample appointment request letter, go to the Center's website: <http://center4tobaccopolicy.org/sample-appointment-request-letter>

Use the letterhead of your local organization or coalition when making this request.

### 4. Follow up to schedule the meeting

Some offices will respond within 24 to 48 hours of your request so be sure to have your calendar near you to confirm the best date and time for this meeting. In other cases, you will need to follow up.

Please keep in mind that both the Capitol and district offices are extremely busy and many have new staff so be patient with them. You may find yourself contacting the office several times to secure an appointment. It is very common for the office to request that the appointment letter be re-faxed or re-emailed to them. Also, when you call, tell the scheduler that you are flexible and are willing to meet with staff in lieu of the elected official.

### 5. Coordinate, Coordinate, Coordinate

Now that you have a meeting scheduled it's time to get coordinated. Coordinate with coalition members and other tobacco control advocates.