**SCHEDULING LOBBY VISITS**

Thank you if you are assisting with the scheduling of lobby visits. This helps us to maximize the number of visits we make during Week in Washington. We will call and email you to let you know which representatives you are responsible for contacting.

As soon as you schedule a visit, please email Thom Kay at [thom.kay@appvoices.org](mailto:thom.kay@appvoices.org) or call (202) 266-0476 with the date, time and with whom you are meeting.

Also, let us know if you have any issues scheduling your meetings or if you have any questions. If you are offered an appointment during a time when there are other events scheduled on the agenda - TAKE THE APPOINTMENT! An appointment takes precedence above all else. Please bring a final list of appointments with you to D.C.

Here’s how to request a meeting:

* Call the Capitol switchboard (202-224-3121) and ask to be connected to the Representative’s office.
* Once connected, ask to speak with the appointments secretary or scheduler.
* Introduce yourself as a constituent (if you are), stating where you live.
* Tell the scheduler the issue you would like to discuss with your lawmaker – the **Clean Water Protection Act, H.R. 1375)**.
* Request a 15-minute meeting with your legislator (you may be given a shorter appointment, but any time is better than none). **Make every effort to meet with your Representative directly.** If they are completely unavailable, don’t worry. You can schedule an appointment with the legislative aide responsible for environmental issues.
* **You may have to be persistent. Make a quick call every couple days to follow up**.

A scheduler may ask for the meeting request in writing. You may use the following example:

*ATTN: Scheduler*

*Dear Representative\_\_\_\_\_\_\_,*

*My name is \_\_\_\_\_\_\_\_\_\_ from\_\_\_\_\_\_\_\_\_\_. I will be attending a conference in Washington in June 2012, and I’d like to request a short meeting with you on Monday, June 4 and Tuesday, June 5 to discuss an issue about which I care very deeply—ending the practice of mountaintop removal coal mining in Appalachia. I would like the opportunity to talk with you about these issues and to share my perspective* ***as your constituent (if this is the case)****. Colleagues from our state and Appalachia will accompany me for this visit. I look forward to the opportunity to meet with you. Thank you very much for considering my request.*

*Sincerely, (Be sure to include your* ***full name*** *and* ***address****.)*