

Material Advantage Congressional Visits Day

Scheduling Phone Call Template

Try to make appointments as far in advance as possible for **April 18** or **April 19**. Although, be prepared to default to the timeline of each individual office if you hear otherwise. Each office has a different system for scheduling meetings. No matter what, your first step should be making contact via phone. Check the Senator or Representative's web page to see if the scheduler's information is available. If so, call him/her directly and if not, call and ask for the scheduler. The "Scheduler" is the key point of contact when making Congressional appointments.

Example call:

May I please speak with [Scheduler name, if known] OR the scheduler?

My name is [your name]. I am a constituent of [Representative/Senator name] and I will be participating in this year's Material Advantage Congressional Visits Day event. A group of my fellow students were hoping to schedule a virtual meeting with [Representative/Senator name] or a member of their staff to discuss continuing their strong support for education and research in physical sciences and engineering. Could you let me know the best way to set up a meeting in the Washington D.C. office?

Thank you very much! I know how busy your office must be so if there is a person that I can follow up with I'd be happy to. [Be sure to get a name/number/email of someone you can follow up with.]