



## How To Set-up a Meeting With Your Members of Congress & Senators

1. Determine who your elected officials are by going to these links:

For your Representatives enter your full zip code in upper right corner of page  
<https://www.house.gov/representatives>

For your Senators pick your state  
<https://www.senate.gov/senators/senators-contact.htm>

2. Click on the elected officials' webpages and search for their contact information. Contact one of their district offices by phone to ask about setting up a meeting. Some offices have a district/state scheduler that you will need to contact. Typically, the offices will ask you to submit a meeting request by email and they will provide you the proper email. Some offices will have a schedule a meeting link on the official's website. We still recommend you call to inquire about the preferred protocol for arranging a meeting prior to using any schedule a meeting link.
3. Regarding the forum for the meeting let the scheduler know you are flexible and would appreciate the opportunity to have the Member visit your store OR you can meet at one of their district/state offices. Often the Member may not be available so they will ask if you would like to meet with a staffer. Please accept that option and build a relationship with the staff. Once the staff know you, they may be able to facilitate a meeting with their boss the next time you request a meeting. Also, some offices may not be taking face-to-face meetings so if they offer a phone call or video conference, please take that option.
4. When submitting your meeting request simply state that as a small business in their district/state you would like the opportunity to meet to provide background information about the pawn industry and the customers you serve, and you would like to share concerns about proposed federal rate cap legislation.
5. Regarding meeting timing, it is a good idea to remain flexible and provide a range of meeting dates and times that might work for your schedule. The more flexible you are the more likely you will secure a meeting.
6. After you submit your initial meeting request plan to follow up with a phone call and email a week later if you have not heard from them. These offices receive many requests so sometimes you need to flag the request again for them.
7. After your meeting, [please go to this link](#) to provide feedback information to the NPA. We would like to know which offices you met with and names and titles of staff as well as general remarks about how the meeting went. If there was follow-up information requested by the office, [please let NPA know](#) so we can provide it to them or provide to you to send them.
8. It is always nice to send a thank you note after your meetings and let them know you want to keep in-touch and to be a resource.

Questions? [E-mail your Government Relations Committee today.](#)