

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 fax number for the office and the name of the person who schedules appointments for the member. (Alternatively, you may be able to check their website for contact information or go to: <http://www.congress.org/congressorg/directory/congdir.tt>).

2. 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 several local church leaders and Churches for Middle East Peace, I write to request a meeting with you at your earliest convenience. At this meeting we would like to discuss [e.g. present opportunities for U.S. leadership and Israeli-Palestinian peacemaking]. Besides myself, the persons who would like to discuss this with you are (names, titles and church affiliations or other credentials.) I will be in touch in the next few days to see what time might work best. If you or your scheduler have any questions or require additional information, please contact me at xxx-xxx-xxxx. My colleagues and I look forward to meeting with you on this very timely issue."

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 faxed the previous day for meeting with Sen./Rep. Xxxxx.

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