



Script for scheduling home office appts

When a legislator is in their district, you will most likely talk to their assistant.

Hi, my name is _____. I'm one of your (or leg. Name) constituents. I would like to meet with you (or leg. Name) before session starts to discuss bills that are important to me. Would it be possible to schedule a weekend appt during lunchtime? Weekends are best because my friends, who are also your constituents, want to join me.

- If they can't meet on the weekends, try to schedule a weekday/lunchtime appt.
- If they can't be flexible, schedule an appt that works best for **you**. You will take letters from constituents who can't make it.
- **After you schedule the appt, remember to THANK them and confirm date/time.**
- Don't forget to take an agenda of adoption events and fundraisers!!! They need to know how hard YOU are working for animals.