

Lawmaker Scheduling: Tips, Scripts, and How To's

What do you need before scheduling a meeting with a lawmaker?

- Purpose of meeting, including topic and bill number
- List of who will attend meeting
- Documents/resources to be shared

What to keep in mind?

- Be persistent
- Be respectful
- Be prepared
- Constituents are powerful

State lawmaker scheduling tips:

- For scheduling, both call and email if possible (repeat message):
- Copy both lawmaker and staff on email
 - Address email to lawmaker (salutation: Dear Rep __)

How to determine emails for state elected officials' staff members?

Senator Jim Abeler (35, R)



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(note: House members and staff emails are first.last@house.mn)

Scheduling Call Script:

Hello. My name is __ , my phone is _____ and I'm a constituent of [lawmaker]. I'm calling to schedule a meeting with [lawmaker] on [topic/bill number]____. Again, please call me at _____. I will follow up with an email containing details. Thank you.

Resources:

- <https://www.house.leg.state.mn.us/members/list> - MNLeg House Members
- <https://www.house.leg.state.mn.us/hinfo/staff.asp> - MNLeg House Staff Directory
- <https://www.senate.mn/members/index.html> - MNLeg Senate Members
- <https://www.senate.mn/employees/index.html> - MNLeg Senate Staff Directory