



For District Days, you will need to schedule your own appointment with each legislator’s office, with the Center’s help and guidance. No need to worry; this is easier than it sounds. Listed below are the five easy steps to schedule a district meeting. We’ve also provided you with a checklist to help you best coordinate your scheduling tasks.

## 1. Designate a lead person

Select one person in your legislative district to make the appointment request so that the legislative office is not confused by multiple requests for meetings on the same topic.

## 2. Call to get contact information

The next step is to call both your Assembly member and Senator’s district offices and determine who handles the Member’s schedule in his/her district office. In some cases, it will be the Capitol office and in other cases the district office; it varies from member to member.

When you call the member’s office, identify yourself as a constituent and say that you want to meet the Assembly member/Senator in his/her district office. Most likely, they will require that an appointment request be faxed either to the Capitol office or the District office. In some cases, they will request the letter via e-mail. In either case, make sure to get a contact name, fax number and e-mail address for the Scheduling Director.

Note: To find your Assembly member/Senator’s district office contact information, go to [www.legislature.ca.gov](http://www.legislature.ca.gov) or check the Yellow Pages in your phone book.

## 3. Fax an appointment request letter

Once you determine who handles the district scheduling, fax/e-mail a letter to that office to the attention of the Scheduling Director. See the Center’s web site ([www.center4tobaccopolicy.org](http://www.center4tobaccopolicy.org)) for a sample appointment request letter to use. You will want to use the letterhead of your local organization or coalition when making this request.

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| <b>Scheduling Checklist</b>          | • Designate lead person:<br>_____   |
|                                      | • Get contact information – Scheduler’s Name:<br>_____<br>E-mail/Fax: _____ |
|                                      | • Modify and fax letter   |
|                                      | • Make an appointment:<br>Date: _____<br>Time: _____                        |
|                                      | • Send in Tracking Form to The Center                                       |
| • Coordinate, Coordinate, Coordinate |   |

## 4. Follow up to schedule the meeting

Some offices will respond within 24 to 48 hours of your request so be sure to have your calendar near you so that you can confirm the best date and time for this meeting. In other cases, you will need to follow up with the Scheduling Director by the third business day after your initial request.

Please keep in mind that both the Capitol and District offices are extremely busy so please be patient with them. You may find yourself contacting the office several times in order to secure an appointment. It is very common for the office to request that the appointment letter be re-faxed to them. Also when you call, tell the Scheduling Director that you are flexible and are willing to meet with staff in lieu of the elected official.

## 5. Coordinate, Coordinate, Coordinate

Now that you have a meeting scheduled you can coordinate with your coalition and other tobacco control advocates to determine who is going to attend the meeting. To better coordinate our efforts, please log on to the Center’s web site to complete a Participant Tracking Form.