

How to Request a Meeting

... WITH A STATE LEGISLATOR

- Contact the state senator's or representative's office and ask to speak with their legislative assistant.
- Explain who you represent (for example, the name of your hospital, location(s) in the legislator's district, how many patients you serve) and the reason you want a meeting with the senator or representative. Ask the legislative assistant how you can arrange a meeting.
- Ask the legislative assistant the amount of lead time needed to schedule a visit and send your invitation far enough in advance.
- Even after you speak with the legislative assistant, you should still send a formal letter of invitation from the CEO and/or Board Chair, or a board member who has a personal relationship with the legislator.
- ***In election years:*** If your state legislator is currently running for re-election, be clear in your letter that you are requesting an official visit and explain that as non-profit organization or public hospital district, your hospital is not allowed to have any campaign events or materials on-site or affiliated in any way with your organization.

Find Your State Legislators Here:

<https://www.wsha.org/policy-advocacy/legislative/contact-your-legislators/>

...WITH A MEMBER OF CONGRESS

- Contact the senator's or representative's Washington, D.C., office and ask to speak with their scheduler.
- Explain who you represent (the name of your hospital, location(s) in the Member of Congress' district, how many patients you serve) and the reason you want a meeting with the senator or representative. Ask the scheduler how you can arrange a meeting.
- Ask the scheduler the amount of lead time needed to schedule a visit and send your invitation far enough in advance.
- Even after you speak with the scheduler, you should still send a formal letter of invitation from the CEO and/or Board Chair, or a board member who has a personal relationship with the legislator.
- ***In election years:*** If your Member of Congress is currently running for re-election, be clear in your letter that you are requesting an official visit and explain that as a non-profit organization or a public hospital district, your hospital is not allowed to have any campaign events or materials on-site or affiliated in any way with your organization.

Find Your Members of Congress Here:

<https://www.wsha.org/policy-advocacy/legislative/u-s-congressional-delegation-contacts/>