

How to Request a Meeting

... With A State Legislator

- Contact the state Senator's or Representative's office and ask to speak with the legislative assistant.
- Explain whom you represent (for example, the name of your hospital, location(s) in the legislator's district, and 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. Ask the legislative assistant how they prefer to receive the invite letter (email, paper or both), if the letter should be sent to the legislative assistant or someone else, and if it should be to the Olympia or district office.
- ***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 a 501c3 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 the scheduler.
- Explain whom you represent (for example, the name of your hospital, location(s) in the Member of Congress' district, and 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. You may be referred to the District Office if you are requesting a meeting in your state.
- 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. Ask the scheduler how they prefer to receive the invite letter (email), and if the letter should be sent to the D.C. scheduler or to someone in the District Office.
- ***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 501c3 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.

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