

Finding Your Local Representatives

Visit the [US House of Representatives website](#) to find your US House of Representatives members.

Visit the [US Senate website](#) to find your US Senate representatives.

- Knowing your representatives in Washington DC or the state house is the basic starting point of any outreach
- It can also be helpful to research your representatives' profiles, committee memberships and other community involvement to better understand their backgrounds and particular areas of interest
- Building these relationships on an ongoing basis, and having your representatives understand your company and its contribution to their district, helps put things in true perspective for them

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Conducting an Effective Meeting With Public Officials

Meeting Preparation

- Remember that most public officials, particularly at the federal level, may be pressed for time so being prepared on what you want to cover is important
- Aim to communicate the talking points you want to make in 10-15 minutes to allow time for discussion (at most the meeting will be for 30 minutes)
- If you are bringing your team to the meeting, be sure to discuss speaking roles in advance
- Think in terms of presenting your story in an Issue > Problem > Solution format and presenting three key points
- If your time is even more limited, have an "elevator speech" in mind to succinctly tell your story

Meeting Etiquette

- Be on time for your meeting and remember that both members and staff maintain extremely busy schedules – upon arrival, it is common to have to wait for several minutes past your scheduled appointment time before your meeting begins
- Rather than a member, you may meet with his or her legislative assistant (LA) – be flexible if a member or staff becomes unavailable and you are asked to meet with a different person in the office
- Refrain from discussing matters pertaining to fundraisers and campaigns
- Have a one-page leave behind summarizing your story

Maintaining Relationships

- Follow-up is critical – feel free to communicate with a staffer after the meeting and maintain a working relationship
- After a meeting, send a thank-you email to the member and/or staff and reiterate the "asks", while offering to be a future resource
- Continue to engage with the office to provide updated information

Quotes to Remember

"Make your friends when you don't need them"

"Know who the decision makers are"

"Gentle pressure applied relentlessly"

