



# **Contacting NC General Assembly Legislators and Scheduling Meetings**



# Scheduling the Meeting

## Look up your NC General Assembly Representatives ([ncleg.gov](http://ncleg.gov))

- Search by using your **address**.
- Search for an **individual legislator by name**.
- Search for an entire **county delegation**.

## Schedule the meeting

- Call legislator's office and/or email legislator** and CC the Legislative Assistant (LA)
- Identify yourself** as a constituent and request a meeting.
- Outline the topics** to be discussed and **who will be attending**.
- Be friendly, respectful, and grateful, but also persistent**. It may take a few tries.
- Offer to meet in-person or online as needed**. Be as accommodating as possible.
- Try to schedule between 9am and 1pm for June 7<sup>th</sup> meetings in Raleigh**.
- Tell us about your meetings: [Legislative Appointments \(artsnc.org\)](http://artsnc.org)**

## Follow up 3-5 business days before the meeting

- Confirm the meeting date and time**, especially if it was tentative.
- Email attachments or provide links to materials**. Do not count on screen sharing.
- Restate the topics to be discussed** and who will be attending.