



BOOKING A MEETING

How to Book a Meeting with Your Legislator

Find Your District

Follow the link above and you can find your district and Legislator. Remember, your home address and your nonprofits address may be in different districts.

**FIND
YOUR
DISTRICT**

Request a Meeting

Once you know your district, it is time to request a meeting! You can find your Legislator's contact information here. Feel free to email or phone their office to request a meeting. Be aware, Legislators can be incredibly busy, you will likely have to suggest a few different times to meet and may have to work around their schedule.

**CONTACT
YOUR
LEGISLATOR**

Sample Email Request for a Meeting

Dear **[LEGISLATOR'S NAME]**,

Hello, my name is **[NAME, TITLE, AND ORGANIZATION]**. I would like to request a meeting with you and your staff to discuss the importance of nonprofits in Washington and during the COVID-19 pandemic.

Recovery from the crises of 2020 will take economic, social, mental and physical health, developmental, and cultural rebuilding. Nonprofits are at the heart of our communities and will be a key part of the solution. With this in mind, I would like to meet with you to discuss how

nonprofits have operated in your district.

As a constituent of yours, I sincerely look forward to discussing how nonprofits have play a principal role during COVID-19 and throughout our recovery.

Please let me know when you be able to meet virtually or by phone.

Thanks so much,

Meet Virtually

Please remember to schedule your meeting to be virtual or by phone. Both options are safe, and both are acceptable ways to meet with your Legislator during the COVID-19 pandemic. Feel free to use your own Zoom account to host the meeting, or if you need assistance, Washington Nonprofits will do all we are able to support these virtual meetings.

Send a Thank You Note

While Legislators engage in numerous meetings every day, it is important to send a brief follow up email thanking them for the meeting as well as following up on your discussions. These emails only take a few minutes but go a long way towards developing your relationship to your Legislator.

Be sure to include any materials and one pagers you discussed!

**VITAL TO RECOVERY
MATERIALS**