

# SCHEDULING A LEGISLATIVE VISIT

Setting up a meeting with your legislators is easy!  
Just follow the steps below.



## Identify Your Legislators

Legislators make the most time for their own constituents. Focus your meetings on your legislators (your residential address) and the school's legislators (your school's address).



## Make the Appointment

Send an email to the legislator's azleg.gov email. If they do not respond within 2-3 business days, follow up with a phone call. You can find all contact information on [www.azleg.gov](http://www.azleg.gov).



## Show Up!

Check in at security on the floor where your legislator's office is located. Security will call the office, and the legislator's assistant will escort you back. Arrive 10 minutes early (but don't expect that the meeting will start on time)!



## Follow Up

Leave the legislator with a "one-pager" that summarizes what you planned to talk about. Within 24 hours, follow up with a thank you email.