



**SIERRA
CLUB**
FOUNDED 1892

HOW TO SET UP LOCAL MEETINGS

1. Contacting the Representative/Senator's Office

- Call your Senator/Representative's district office at which you would like to meet.
- Ask to speak with the appointments secretary or scheduler.
- Introduce yourself as a constituent, stating where you live and that you are a volunteer with the Utah Wilderness Coalition (or a local Utah wilderness activist group/Sierra Club group if you are a part of one).
- Tell the appointments secretary you would like to talk with the Member/Senator about protecting Utah wilderness and (for a non-cosponsor) cosponsoring America's Red Rock Wilderness Act.
- Request a 15-minute meeting with your legislator (the meeting may end up lasting shorter or longer, however). Let the scheduler know approximately how many people will be attending the meeting with you. Make every effort to meet with the Representative or Senator directly. If they are completely unavailable, you can schedule an appointment with a legislative aide.
- In many cases, the scheduler will ask you to request the meeting by fax or email. Below is a sample meeting request memo that you can fax or email to your Representative or Senator's office.
- Be sure to follow up your fax with a phone call or email to the secretary/scheduler to confirm that he/she received your request. If a week goes by and you have not been contacted, call again and politely inquire into the status of your meeting request. Remember to respectfully request to meet with the Senator or Representative directly, because you are a constituent.

2. SAMPLE APPOINTMENT CALL

* CALL TO SCHEDULER*

"Hi, my name is _____, may I please speak with the scheduler or secretary? I am calling to set up an appointment with the [Senator/Representative]."

"I'm a citizen from _____. I'd like to schedule an appointment to talk with the [Senator/Representative] about [America's Red Rock Wilderness Act/Utah wilderness]. Can [he/she] meet with us on _____ day, at _____ time?"

Thank you. We look forward to meeting with you."

* CALL TO LEGISLATIVE AIDE *

(The office may say the Senator/Representative is not available and that you need to talk to the legislative aide.)

“Hi, my name is _____, may I please speak with the legislative staff? I am calling to set up an appointment about [Utah wilderness/America’s Red Rock Wilderness Act].”

“I’m a resident of _____. I’d like to schedule an appointment to talk with you about [America’s Red Rock Wilderness Act/Utah wilderness]. Can you meet with us on _____ day, at _____ time?”

Thank you. We look forward to meeting with you”

3. Sample Fax/Email

TO: [The Honorable _____], attn: Scheduler

FR: NAME, Utah Wilderness Coalition

RE: Utah Wilderness

Dear Representative _____ / Senator _____,

My name is _____. I am from [CITY, STATE]. I am a volunteer with the Utah Wilderness Coalition, and I would like to request a short meeting with you to discuss [protecting Utah wilderness/America’s Red Rock Wilderness Act].

[ONE PARAGRAPH WITH DETAILS OF ISSUE, FOR EXAMPLE: *Senator Durbin/Rep. Hinchey have reintroduced America’s Red Rock Wilderness Act in the 111th Congress and we would like your support for this legislation. Though I am from [state], I have traveled to Utah and believe this natural treasure deserves protection.]*

I will be accompanied on this meeting by approximately [number] of my colleague(s), also from your [state/district]. We will be available for a meeting on [Month, Date]. This is a potentially historic year for Utah’s open spaces and we would greatly appreciate a few minutes of your time to discuss your role in its protection.

Thank you very much for considering our request.

Sincerely,

SIGNATURE (S)

Name(s)

Organization(s)

Address

Phone #