

10 Steps to Effective Meetings with Your Members of Congress

1. **Call to request a personal meeting with your member of Congress.** Call the scheduler or chief of staff to schedule a brief meeting. Coordinate and attend with other asphalt pavement producers and contractors from your state or congressional district, if possible, to demonstrate that the issue affects many organizations and different types of people. A meeting with a Legislative Assistant who handles transportation and infrastructure issues or the legislative director is a good alternative if your Senator or Representative is not available to meet.
2. **At your meeting, briefly and succinctly describe the key issue.** Focus on only one or two key issues. Your time may be limited to 10 or 15 minutes. Include points about how the issues affects the Member's constituents, including your community, company, and your employees. Always come with a proposed solution for every problem you present.
3. **Ask for a commitment or action from your member of Congress.** For example, you may request that the Senator or Representative write a letter to the administration or the leadership of a key congressional committee. Or you may ask the member to cosponsor a specific bill.
4. **Describe the role your company plays in the community.** Describe the population you serve, the types of services you provide, number of employees served, areas in which you provide services, the cost-effectiveness of asphalt pavement, and the difference that your service makes in your community.
5. **Put a face to the asphalt pavement industry.** Show your members of Congress the faces of the industry – your community and their constituents – through Including businesses and community leaders in your meetings with members of Congress.
6. **Stick to the facts.** Tell a compelling story and provide good information, but do not exaggerate.
7. **Be firm, but polite.** Lobbying is a First Amendment right. Effective lobbying requires diplomacy.
8. **Bring written materials to leave behind with your members of Congress.** Include a brief summary with attachments expanding on your key talking points. For your own use, develop simple talking points and stick with your message.
9. **Ask how you can help your members of Congress.** Establish a good relationship with your members of Congress and their staff, and be available as a resource on transportation and infrastructure issues.
10. **Follow up.** Within a few days of your visit, send a letter thanking the member for his or her time and briefly restate your issue and request. Follow up a week later with a phone call to see if you can provide additional information.