

Making Legislative Appointments

Making an appointment with your Assembly Member or State Senator is a relatively easy process. Most offices prefer you to email the appointment scheduler at least 2-4 weeks in advance. Here are the links for each house:

Senate: <http://senate.ca.gov/>

Assembly: <http://assembly.ca.gov/>

The first step is to find the legislator that you want to make the appointment with. The easiest way to do that is by clicking on the Senator drop down tab on the Senate page and scroll down and select find my senator. If you enter your address it will show you who the Senator and the Assembly Member is for that address.

On the Contact us page there is usually a staffer that is assigned to making appointments. It is best to email them with a detailed request. Sometimes the appointment staffer is indicated on the Contact Us page. In that case, call the office and ask the best way to set an appointment.

When making a request you may want to use the following language:

Dear Senator _____,

My name is _____ and I am a Pest Control business owner in your district. I will be in the Capitol on Wednesday April 5th with a group of other owners who are a part of the Pest Control Operators of California.

We are coming to the Capitol because there are several issues that we would like to discuss with you directly. We think we can cover these issues in 10-15 minutes and would appreciate your time.

Would it be possible to meet at _____.

Thank you for taking the time to see us.

Sincerely,

Once you have made an appointment, please enter it into our Legislative Appointment google doc. This will help to ensure that we do not overlap with our appointments or miss any of the legislators.

For more information on how to make your Legislative Appointment or the appointment scheduling document, contact Sarah at (916) 372-4363 or sarah@pcoc.org.