Contacting NC General Assembly Legislators and Scheduling Meetings
Scheduling the Meeting

Look up your NC General Assembly Representatives ([ncleg.gov](ncleg.gov))
- Search by using your **address**.
- Search for an **individual legislator by name**.
- Search for an entire **county delegation**.

Schedule the meeting
- **Call legislator’s office and/or email legislator** and CC the Legislative Assistant (LA)
- **Identify yourself** as a constituent and request a meeting.
- **Outline the topics** to be discussed and **who will be attending**.
- **Be friendly, respectful, and grateful, but also persistent**. It may take a few tries.
- **Offer to meet in-person or online as needed**. Be as accommodating as possible.
- **Try to schedule between 9am and 1pm for June 7th meetings in Raleigh**.
- **Tell us about your meetings**: [Legislative Appointments (artsnc.org)](artsnc.org)

Follow up 3-5 business days before the meeting
- **Confirm the meeting date and time**, especially if it was tentative.
- **Email attachments or provide links to materials**. Do not count on screen sharing.
- **Restate the topics to be discussed** and who will be attending.