



## Instructions for Setting up a Congressional Meeting

1. Go to <http://arsa.org/congress> and use the “Find Officials” function at the bottom to identify your company’s representative and senators. (Consider any/all company locations, as well your home district.) Special thanks to 2022 Annual Conference Platinum Sponsor Aircraft Electric Motors for supporting the action center and its legislator search function.



2. [Click here to download](#) an Excel spreadsheet of lawmakers’ schedulers (Tab 1), legislative directors (Tab 2) and transportation, defense and education staffers (Tab 3). If an office you need to contact has nobody listed, call ARSA’s Christian Klein at 703.599.0164 to identify the appropriate contact. To set up a meeting with a member of Congress, proceed to Step 3. To request a meeting with a congressional staff member, go to Step 5.

3. Using the template below, create an email message to the scheduler – you may also include other staffers – and cc [christian.klein@arsa.org](mailto:christian.klein@arsa.org). Personalize the text as necessary before sending:

**Subject: Request for March 9 Capitol Hill Meeting with Rep. [OR Sen.] LASTNAME**

Dear **SCHEDULERFIRSTNAME**:

I am writing in my capacity as **YOURTITLE** of **YOURCOMPANY** in **YOURCITY** to request a meeting with **Rep. [OR Sen.] MEMBEROFCONGRESSLASTNAME** as part of my participation in the Aeronautical Repair Station Association’s (ARSA) Legislative Day in Washington, D.C. on March 9. ARSA is the trade association for companies like mine involved in aviation maintenance.

The purpose of the meeting is to discuss aviation maintenance industry business conditions in **YOURSTATE**, workforce development and FAA oversight.

I am available to meet after 1pm EST on March 9. As I will be in Washington, D.C. and participating in other meetings on Capitol Hill, I would prefer to meet in person. However, if it is the only alternative, I would also be willing to meet virtually.

Thank you for your attention to this request. Please let me know if you require any additional information.

**YOURNAME**  
**YOURTITLE**  
**YOURCOMPANY**  
**YOURTELEPHONENUMBER**  
**YOUREMAILADDRESS**

4. A day or two after sending the email, call the scheduler (the telephone number is in the above referenced Excel file) to confirm receipt. Keep in mind that every office handles scheduling requests differently, so you may be requested to provide additional information or use a form on the members of Congress’s website to request a meeting. Follow up regularly until the meeting is set up. Keep in mind that representatives and senators have busy schedules and you may be asked to meet with staff. Don’t feel put off. Frequently, staffers know much more about what’s really going on than members of Congress and they have a big impact on the way their bosses think about the issues.

5. To request a meeting with a congressional staff member, using the template below, create an email message to the staff member(s) and cc [christian.klein@arsa.org](mailto:christian.klein@arsa.org). See notes at Step 4 above re: follow-up. Personalize the text as necessary before sending:

**Subject: Request for March 9 meeting to discuss aviation policy, workforce issues**

Dear **STAFFMEMBERFIRSTNAME(S)**:

I am writing in my capacity as **YOURTITLE** of **YOURCOMPANY** in **YOURCITY** to request a meeting with you as part of my participation in the Aeronautical Repair Station Association's (ARSA) Legislative Day in Washington, D.C. on March 9. ARSA is the trade association for companies like mine involved in aviation maintenance.

The purpose of the meeting is to discuss aviation maintenance industry business conditions in **YOURSTATE**, workforce development and FAA oversight.

I am available to meet after 1pm EST on March 9. As I will be in Washington, D.C. and participating in other meetings on Capitol Hill, I would prefer to meet in person. However, if it is the only alternative, I would also be willing to meet virtually.

Thank you for your attention to this request. Please let me know if you require any additional information.

**YOURNAME**

**YOURTITLE**

**YOURCOMPANY**

**YOURTELEPHONENUMBER**

**YOUREMAILADDRESS**

6. If you need additional assistance or are having difficulties getting an appointment, please contact ARSA Executive Vice President [Christian Klein](#). Also, once you have meetings scheduled, please email Christian so ARSA's legislative team is in the loop.