

# SCHEDULING LOBBYING APPOINTMENTS

Please schedule appointments with your Assemblymember and/or State Senator as far in advance as possible, preferably a month or more, as legislators' schedules fill up quickly. Anticipate between 15 to 30 minutes for an appointment.

**1. Identify your New York State Senator and Assemblymember.**

Visit [www.congress.org](http://www.congress.org) to find out who represents you in the State Legislature.

**2. Call your legislator's office.**

Senate switchboard: (518) 455-2800

Assembly switchboard: (518) 455-4100

**3. Speak to the appointment secretary.**

Introduce yourself and indicate that you are a constituent and, as applicable, an RN, member of the New York State Nurses Association, and/or nursing student.

When you indicate that you will be participating in the NYSNA Lobby Day, you may be scheduled with other participants from your legislative district who have already made an appointment.

**4. Ask with whom you will meet, as well as or besides your legislator.**

While it is preferable to meet with your legislators, you may be asked to speak to a member of the staff. (Legislators will be in session beginning at 2 p.m., so appointments scheduled for after that time will generally be with staff.) Legislative staff members often have considerable knowledge and influence and can provide significant insight into your legislators' views.

**5. Know what issues you plan to discuss, in case asked.**

Stick to three or four related nursing priorities. List the bill numbers if available.

**6. Confirm your appointment.**

Before your visit (at least one week in advance), you may wish to confirm your appointment by calling your legislator's office.

**7. Prepare for your appointment.**

Please review "Hints for a Successful Lobbying Visit" to maximize your impact.