1. Before calling your member of Congress (MOC), fill in the bracketed information in Step 4 below.

2. Call your MOC’s D.C. office. The phone number can be found on his or her website.

3. Tell the operator that you would like to request a meeting with your member of Congress in D.C. Ask to speak with the aide assigned to small business issues or the office scheduler.

4. Use the following script as a guide for your conversation:

   I am a constituent—a resident of [City] for the past [# of years] years—and would like to set up a meeting with Representative [last name] on April 26 or 27.

   I will be in Washington, D.C. April 26 and 27, as part of the Promotional Products Association International’s (PPAI) Legislative Day and would like to set up a meeting between 1:30pm and 5:00pm on April 26 or between 9:00am and 4:00pm on April 27.

   Are there any available appointments during that time?

   At this point, the scheduler may ask more about the nature of your meeting. Use the following information as a guide:

   PPAI is the trade association that represents more than 14,000 member companies and the $20 billion promotional products industry; an industry comprised almost entirely of small businesses.

   We have several pieces of legislation that we would like to discuss with the Representative, including the role of independent contractors, the impact of tax rates on small businesses, and most importantly, the uses and value of promotional products.

   The scheduler may or may not have times available. Give him or her your contact information, ask for an e-mail address and phone number and always say thank you.