

The Georgia Society of CPAs CPA Day at the Gold Dome

Instructions on setting up a meeting with your Legislator

1. Locate the names of your Georgia State Senator and Representative by entering your home address here: <http://votesmart.org/>
2. Locate your State Senator and Representative's contact information by clicking on their name on each of the following pages. **Please Note:** Also, locate the contact information for the administrative assistants for each of your elected officials – it will be helpful to copy their administrative assistants on the appointment request email.
 - a. Georgia House of Representatives Roster
 - i. [Georgia General Assembly - Representatives \(ga.gov\)](http://ga.gov)
 - b. Georgia Senate Roster
 - i. [Georgia General Assembly - Representatives \(ga.gov\)](http://ga.gov)
3. Send an email to your state representative asking for an appointment. Since our legislators are quite busy, don't forget to copy their administrative assistant.
 - a. Include Appointment Request in the subject line
 - b. Be clear on the time you are asking to set the appointment for
 - c. Be respectful of their time – only set an appointment for 15 minutes
 - d. Don't overstay your welcome
4. Feel free to use this sample text in an email to your state representative or state senator asking for an appointment.

Representative John Smith,

My name is Jane Doe, and I live in your district in Smith County. I am a CPA and member of The Georgia Society of CPAs and attended their CPA Day at the Gold Dome. I would like to schedule an appointment with you and promise only to take 15 minutes of your time as I know you are quite busy. I would like to introduce myself and let you know about some of the significant issues that the CPA profession is watching throughout this year's session. I would also like to offer myself and the collective knowledge of GSCPA's 13,000+ members as a reference to you. I look forward to hearing from you as to what some of the big issues in our state will be this year.

Please let me know if you have any time available to meet this week. Thank you in advance for your time. I certainly appreciate all you do for the state of Georgia and the residents in our great district!

Sincerely,

*Jane Doe, CPA
XYZ & Company, PC*