

## The Georgia Society of CPAs 2017 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 the contact information for your State Senator and Representative 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. <http://www.house.ga.gov/Representatives/en-US/HouseMembersList.aspx>
  - b. Georgia Senate Roster
    - i. <http://www.senate.ga.gov/senators/en-US/SenateMembersList.aspx>
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 as well.
  - 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 will be at the State Capitol on Wednesday, January 25<sup>th</sup> for The Georgia of Society of CPAs 2017 CPA Day at the Gold Dome. I would like to schedule an appointment with you, and promise to only 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 big 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 after 1:00 p.m. on January 25<sup>th</sup>. 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*