

Setting up Meetings with your State Legislators

Confirm who your legislators are by going to the “Find Your Legislator” tab on the [Legislative Research Commission \(LRC\) website](#). Type in your street address and your state senator and representative will be shown.

Setting up meetings at their office in Frankfort during the legislative session

To set up appointments in Frankfort with your state senator and/or representative call the LRC switchboard at 502-564-8100. You’ll be connected to your legislators’ assistants to set up a meeting.

Provide the names of all who will be attending when scheduling the meeting.

Your meeting will likely take place in their offices in the capitol annex, directly behind the state capitol building. Parking is available in the lot to the left of the annex. Allow enough time to park, walk to the building and go through security. When you enter the visitor entrance you’ll present your photo ID, go through a

metal detector and sign in on an electronic screen. Make sure you allow enough time—there may be several people ahead of you. Security will direct you to the correct floor, and from there you'll go to the legislator's office. Most legislators share suites with a front reception area. Plan to be in the office a few minutes prior to your scheduled meeting because the meeting prior to yours may finish early, and don't be surprised if you have to wait past your meeting time.

Thank your legislator for meeting with you and offer to serve as a resource for information about the arts in their district. Always follow up by sending a hand-written note or email thanking them again for meeting.

Setting up meetings in their home district

To set up appointments in their home district go to "[Contact My Legislator](#)" on the LRC website. Click on your legislator's name, and you'll be directed to a page with their contact information. Many of them have their personal phone number listed and you can call directly. There's also a form to fill out so you can request a meeting when they're not in Frankfort.