



## Congressional Visit Quick Tips

A visit from a member of Congress is a great way to showcase an ag retail facility. Below is a list of tips to keep in mind when scheduling a facility visit.

- Identify your elected official(s).
  - <https://www.house.gov/representatives/find-your-representative>
  - <https://www.usa.gov/elected-officials/>
- Identify upcoming [days in session](#).
- Invite your member of Congress by sending a meeting request to their scheduler.
  - Due to the demands of their job, members' schedules fill up quickly. Reach out several weeks in advance. Be flexible with type of visit (virtual or in person) and allow several date options. Invitation should be emailed.
  - Offer a range of dates during Congress recess to increase chances of securing a visit.
- Follow up with scheduler. Be patient but persistent.
  - Additionally, if you are unable to secure a visit from the member of Congress, be sure to ask for a staffer to come in the member's place. It is important to establish and cultivate relationships with staff members as they have direct contact with members.
- Confirm your meeting with the scheduler.
  - A few days before the meeting, confirm with the scheduler that the meeting is still on.
  - Get the name and cell number of staffers traveling with the member on the visit day or logging into the visit if it is virtual.
- Organize the facility tour.
  - Prepare a detailed itinerary/timeline for the member's visit whether in person or virtual. If virtual visit, work with the technology that will be used to ensure you are knowledgeable about the feature.
- Prepare a briefing packet for member's office.
  - Send a briefing packet to the member's office one week prior to the visit with all the details including contacts, time, location, phone numbers, agenda, company fact sheet, ARA educational materials, and participants (total number, who will be participating, etc.).
- Send a thank you note.
  - Follow up with thank you notes and photos (if available) to the member of Congress and all the staff members you worked with to set up the visit. Continue to cultivate a positive relationship with the elected official's office for future visits and events.