



# Congressional Visit **Planning Checklist**



## **Making an Appointment**

- Call Congressional office (use QR code); find out name of scheduler; request meeting.
- Write short letter to request and/or confirm meeting.
- Arrange place or virtual link for pre meeting.
- Inform members of lobbying team of date, time and place of pre meeting and meeting.
- Check with local leaders to see if anyone should be added to the team because of knowledge of an issue or persons, connections to the Member of Congress.

## **Pre-Meeting**

- Pre meeting is held an hour to an hour and one half before the visit at a site close to the Congressional office. If this is your first meeting, you may want your pre-meeting to be a day or two before to allow more time for your team's discussions. This meeting can be held virtually, as well.
- The team meets to plan, strategize and script the meeting.
- Review the goal and topic of the meeting.
- Establish the order of introductions and go through what team members will say; their presentation should be personalized. Make sure the ask is clear.

*For more help, reach out to your Legislative and Political Organizer Shannon Faulk at [Shannon.Faulk@afge.org](mailto:Shannon.Faulk@afge.org).*

**For more information:**  
[https://www.afge.org/take-action/afge-on-capitol-hill/  
congressional-meeting-toolkit/](https://www.afge.org/take-action/afge-on-capitol-hill/congressional-meeting-toolkit/)

**Scan the QR**

