

CAPITOL VISITS

- Set date for visit
 - Arrive at this date by working with a member, staff person or lobbyist to be sure your visit will not conflict or be overshadowed by other events.
 - Be sure you chose a date when the legislature will be in session to ensure they will be in town.

- Secure meeting facility near the Capitol.
 - Facility should be within walking distance to capitol for your members and also within walking distance or a short cab ride for your speakers.
 - Keep in mind that many other groups also plan these types of visits.

- Invite Legislator or key staff to address your group to start your capitol visit.

- Work with a couple of legislators to determine protocol for your state capitol.

- What is required to request appointments?
 - Legislators may require written requests well in advance of your visit. They may also require the names and addresses of those individuals that will be making the visit.

- Secure appointments with legislators or legislative staff.
 - Some legislators may only meet with their constituents. If that is the case, they may allow their staff to meet with non-constituents.

- Prepare handouts to leave at legislative offices.
 - Leave easy to read, informative pieces with each legislative office.
 - Be sure you include contact name, addresses, phone numbers and email addresses.

- Follow-up with a thank you note or letter.