



HILL VISIT PLANNING CHECKLIST

Whether you are taking meetings on your own or with a team from your state, the checklist below will help ensure you are fully prepared to share the CTE message during your virtual or in-person visits!

- Review the talking points and background info on each policy area.**
Talking points are included on the NPS website to help guide your visits, and there are background resources as well to help build your knowledge. Don't feel the need to work in every talking point but choose the ones that most relate to your work and concerns.
- Identify relevant information about each Member of Congress.**
Make sure you know key details about the Members you are visiting, including the exact geographic area they represent, the committees they serve on and their key issues and interests. This information can usually be found on the Member's website. If you have communicated with the office in the past, review those interactions.
- Ensure you are on-time and abiding by all Capitol Hill safety and security requirements, if your visits are being held in person.**
While the Capitol complex remains closed to the public, some Members of Congress and their staffs are hosting in-person meetings again. At this time, masks and staff escorts are required in all Capitol complex buildings. Make sure that you and other meeting attendees are connected with the staffer who will be escorting you through the building for your meeting. The usual meeting etiquette rules apply – dress professionally, be on-time or a few minutes early, leave promptly at the end of your meeting, and thank those you interacted with for their time. Plan to arrive no more than 5 minutes before the start of your meeting, as Capitol Hill offices rarely have a lot of extra space to accommodate guests waiting for meetings to begin.
- Ensure your technology and space are ready for your Hill visits, if you are conducting virtual visits.**
Make sure everyone participating in the meeting has login or call instructions. Secure a quiet, distraction-free space without political signs/affiliations (posters, stickers, shirts, etc.). Notify those who you live or work with in advance to ensure privacy. Avoid distracting backgrounds (you can use our NPS 2022 Zoom background!) and be sure to silence your cell phone. You will ultimately want to "Arrive" on the video platform or conference line 5-10 minutes early to ensure that you have no technical issues and that you feel comfortable using it.
- Select a leader for each visit.**
If you are conducting visits with multiple people, a leader should be designated to kick off the meeting, facilitate introductions and ensure the dialogue covers all key topics. If possible, choose a meeting leader that is a constituent of the Member's office or that is in a statewide position of leadership.
- Assign each member of the group a topic or set of discussion points to share.**
Make sure speakers know what order information should be presented in, but be prepared for questions during the meeting to lead in new directions. If you are on your own, outline the topics you want to cover.

- Determine how to incorporate leave behinds and any other materials you will reference.**
While you should send all of the materials electronically to the Member and/or staff you meet with, you may not have time during the meeting to review each piece in depth. Decide in advance where you would like to focus, and if there are other state or local materials, in addition to ACTE-provided leave behinds, you plan to share.
- Note a few key statistics, data points or anecdotes you want to share during the meeting.**
Prepare these personal talking points in advance so that you can easily work them into the meeting as time and conversation flow allow.
- Ask questions!**
ACTE Public Policy staff will be available to answer any questions you have about your visits and the key policy issues Congress is considering. E-mail publicpolicy@acteonline.org with all your Hill visit questions!