

# COORDINATING A SITE VISIT WITH ELECTED OFFICIALS



**Organizing site visits with elected officials is a great way for them to see the work you do in action. Here are some tips for coordinating a site visit:**

- 1.** Contact the scheduler from the office of the elected official you'd like to invite. In this communication, you should express specific information about your program, the purpose for a site visit (be clear about this request), and potential dates.
- 2.** If you don't hear back initially, follow up! The scheduler may offer for a district representative to visit instead; it's up to you whether to take them up on their offer or propose alternative dates that could work for the elected official.
- 3.** Once a visit is scheduled, work with the elected official's communications staff to coordinate a media and public relations plan, and if there is an opportunity for the official to share remarks.
- 4.** Inform relevant stakeholders (i.e. Board of Directors, volunteers, mentees, parents, etc.) that an elected official will be visiting, and prepare them to answer questions, if appropriate. Do your best to keep the visit educational and respectful. You can always schedule a separate follow-up meeting to discuss specific legislative issues.
- 5.** Create materials to share with the elected official and/or their staff that explain your programming and its impact. Further, be sure to send an agenda for the site visit to the scheduler/point of contact in advance.
- 6.** After the visit, send a thank you message to the elected official and their staff for arranging the visit. Continue to stay in contact with the office to build a stronger relationship and gain their support for your advocacy asks.