



# Site Visit and In-District Meeting Planning Checklist

Use the below checklist to help plan the activities you wish to coordinate with your members of Congress.

1. Determine whether you will plan a site visit or an in-district meeting.
2. Identify and reach out to potential event participants, including people we serve, agency partners, and community partners and leaders.
3. Identify at least three possible dates for your activity request, leaving flexibility for a member's schedule.
4. Extend an invitation to your member's office. Make sure your member of Congress has information about the type of activity, who else will be involved, and whether media personnel will participate. Don't forget to follow up with their staff after sending the request. Please note: Legislators' schedules fill up fast, so we recommend sending invitations as soon as possible.
5. Develop a run of show and talking points, and make sure to review them with meeting participants.
6. Send resources to your member's office the day before the event. If your event will be held in person, remember to bring printed materials (like fact sheets) that you can distribute,
7. If possible, take photos during your event and post them on social media. Be sure to tag the member's account and thank them for their time.
8. Send a thank-you note to your member and follow up with staff to provide any promised information.
9. Enter any activity notes in the [Feeding America Advocacy Tracker](#).