

# Congressional Pre-Visit Planning

## Pre-Visit Tasks

The following information will assist you in preparation for your Congressional Visits. Please take a moment to read over the information and fill out the Pre-Visit Planning Worksheet before you go to the Hill.

## Meeting Logistics

Member Name: \_\_\_\_\_

State: \_\_\_\_\_ District: \_\_\_\_\_ Party: \_\_\_\_\_

Name/Title of Staffer: \_\_\_\_\_

Date/Time: \_\_\_\_\_

Office Location: \_\_\_\_\_ Phone: \_\_\_\_\_

Group Members' Names: \_\_\_\_\_

\_\_\_\_\_

Will group convene before the meeting (time/location)?: \_\_\_\_\_

## Member Background

1. Past Support for Issue:

⇒ See **Contact Info & Support Records Section of Sourcebook**

- Has Member signed "Dear colleague letters" in support of the funding issue?
- Has Member voted for or against amendments to increase funding?
- Congressional Humanities Caucus Member (House) or Senate Cultural Caucus Member?
- Freshman?

2. Key Committee Assignments:

⇒ See **Key Members of Congress Section of Sourcebook**

3. Other (Member or staff): special interests, state/district profile, alumni affiliations, professional memberships, etc.

## **Visit Plan**

1. Determine who is going to speak first and what each of you will say.
2. What issue(s) is the group going to address in this meeting? What is your number one priority for each of the visits? Number two, etc.?
3. What three key points will you try to make?
4. What examples/evidence can you provide to illustrate the need for and positive impact of funding?  
⇒ **See NEH & Background Material Section of Sourcebook/Also HAD Website NEH Grants by State**
5. What handouts and materials will you provide? (Make sure to bring plenty of copies)
6. What are your specific requests for the member and who will make these requests?  
⇒ **See Hill Visit Preparation Section of Sourcebook**

## **Follow-up**

1. Any other invitations or follow-up to Member or Staff?
2. Decide who is filling-out Congressional Post-Visit Worksheet. How will it be returned (debriefing, rendezvous point, fax, mail, etc.)?