



# CONGRESSIONAL VISIT TOOLKIT

This toolkit contains all of the information you need to invite and host a member of Congress at your business. By inviting our elected leaders to visit your facility, you can help demonstrate the importance of the electrical construction industry and the many jobs it creates and sustains.

## 1 The Invitation

1. Identify your Member of Congress
  - a. Contact NECA for help identifying the scheduler for your Representative at [NECAGovtAffairs@necanet.org](mailto:NECAGovtAffairs@necanet.org)
2. Review the current [Legislative Calendar](#) for the U.S. House of Representatives and U.S. Senate. District “work” periods are the best time to schedule a visit. Be sure to take advantage of the August Recess.
3. Send a formal invitation to the scheduler at least three weeks in advance of the proposed visit date. For larger events, such as a grand opening, provide as much notice as possible.
4. Review NECA’s [Tips for Congressional Meetings](#) to make sure you are prepared for a successful meeting.

## 2 The Visit

1. Be sure all employees are briefed on what to expect.
2. Share your concerns with your Representative. Feel free to utilize these [issue papers](#) and be sure to share them at the meeting.
3. Take a photo with the Representative and your staff.

## 3 The Follow-up

1. Thank your Representative for the visit.
2. Tell NECA how it went. Share any action items resulting from the visit with NECA’s Government Affairs team.
3. Send your photo to Seth Guidry, [seth.guidry@necanet.org](mailto:seth.guidry@necanet.org) to be included in the Chairman’s Challenge.