Hosting Your Legislators Checklist

BEFORE (several weeks to months in advance)

- Call your legislator’s office; ask for scheduler contact information
- Use the congressional calendar to identify potential dates for the visit
- Email an invitation to your legislator’s scheduler
- Follow up with the scheduler within 24 hours of sending the invitation
- Formulate your talking points
- Create a one-pager
- Make a schedule for the visit
- Coordinate with legislative staffers about media coverage of the visit
- Draft media advisory, press release, and photo release for legislative staff approval
- Email AGU (sciencepolicy@agu.org) about the upcoming visit

BEFORE (one week in advance)

- Confirm details with your legislator’s scheduler
- Alert others at your institution about the visit
- Give all tour participants a science policy “crash course”

BEFORE (one day in advance)

- Perform a walk-through with tour participants and the legislator’s staff (on their request)

DURING

- Follow your schedule but prepare to be flexible!

AFTER

- Send photo release and press release to newswire services and the local press
- Monitor and amplify media coverage of the visit
- Send a thank you letter
- Share what you learned by hosting a “Science Policy 101” event
- Stay engaged with your legislator
- Email an update about the visit to sciencepolicy@agu.org