

# SCHEDULE A FACILITY TOUR

Elected officials are eager to learn how their constituents are affected by policies that come out of Washington, D.C. Facility visits provide an excellent opportunity to showcase your company, educating legislators on your products and contributions to the community.

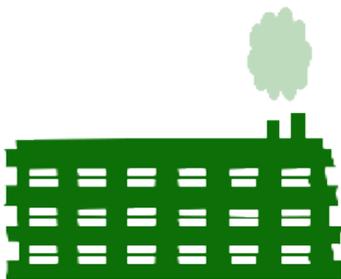
## BEFORE THE VISIT...



- **Compose a written request** to your elected official's office offering a visit to your facility to begin the process. Follow-up phone calls with the scheduler are important to move the request along. Be prepared to share a little more about your facility, employees, and what you hope the visit will accomplish.
- **Prepare a one-page outline** detailing who you are, what you produce, and a brief history of the facility. *MEMA can help by providing background on the legislative work of the lawmaker.*
- **Organize a working group** at your company to handle various aspects of the visit. The group might include a senior executive, government relations and public relations personnel, and the plant manager.



## DURING THE VISIT...



- **Show off your facility** on the tour by highlighting how machinery works, how items are put together, what new technologies are being used, how you train your employees and the overall productivity of the facility.
- **Tell your story**, including how the plant has improved and contributed to the lives of its workers and the community as a whole. Discuss the number of employees, the value of products produced, support of the community, etc.

## AFTER THE VISIT...

- After the visit, **follow up with a thank you note** and reiterate the key discussion items. Provide the elected official with any photos taken. Look for ways to build upon the relationship established with the visit, such as invitations to future events and offers for further information.

