

TIPS FOR SUCCESSFUL HILL VISITS

THE MUNDANE AND THE MAUDLIN

Timing Your Appointments

- ▶ Due to the sequester, leave a **20 - 30 minutes** gap between appointments to get from one House office building to another House office building. This is true on the Senate side also. You can allow less time if you are just going to another office in the same building.
- ▶ Due to the sequester, leave **30-45 minutes** to go from a House building to a Senate building and vice-versa.

Promptness and Patience

- ▶ When it is time to meet with a member, be punctual and be patient. It is common for a Member of Congress to be late, or to have a meeting interrupted, due to the member's crowded schedule. If interruptions do occur, be flexible. When the opportunity presents itself, continue your meeting with a member's staff.
- ▶ If you are going to be late to an appointment, call the office and let them know. In each office's reception area, there is a phone that you can use for this purpose.

Preparation

- ▶ "Leave behind" packets will be provided for each of your visits. If there is additional material that is relevant to your state or congressional district, please have enough copies with you to insert them in the "packets." Make sure that any insert is short (try to keep it to one page) and succinct.
- ▶ Have a plentiful supply of your **business cards** with you. The Washington protocol is to exchange cards at the beginning of your meeting.
- ▶ If you meet with a Member of Congress, it makes a great "photo opportunity" if you have a **camera** with you.

Dress of the Day

- ▶ How you present yourself can be almost as important as how you present your ideas. If you go with business attire, you won't go wrong on Capitol Hill. Having said that, make sure you wear **VERY** comfortable shoes. You're going to be doing a lot of walking.
- ▶ In each building you will go through a metal detector. Keep that in mind when you dress for the day.
- ▶ Don't forget to bring your picture ID in case you are asked to present it.

Responsiveness

- ▶ Follow up the meeting with a **thank you letter** outlining the different points covered during the meeting, and send along any additional information and materials requested.

Enjoy Yourself and Make an Impact!