

District Visits:

Steps to contact and meet with your assigned Senator or Representative at their local office or your company. Local office visits give us the opportunity to gain support for ESOP legislation in addition to our annual DC visit.

Find “The Scheduler” at the Local Office

1. Check with members of the ESOP Chapter - Government Relations Committee for contact information.
2. Google search the phone number for the local office of your representative.
3. Call the local office and ask for The Scheduler; get name and email.

Request a Visit - Either at the Local Office or at Your Company

1. Email or call The Scheduler to ask if the Senator or Representative would like to meet, either at their local office or at your company.

Introduce yourself, your company and the reason for the request for the visit. Include where you are located and preferred dates. See sample emails and call scripts must be provided.

2. Follow up with the Representative’s office weekly until you get a response from The Scheduler.

TIP: Persistence is key! It’s ok to reach out.

3. The Scheduler contacts you for more details to get the event schedule or declines to schedule a visit.

Congratulations! You’ve scheduled a District Visit. Now what?

1. Work with your team of co-workers or the Government Relations Committee to plan the visit.

What goes into these plans?? What does the person need to do?

What do you talk about? We need information on this.

2. Take pictures to document your visit.
3. Send a thank you note to The Scheduler after your visit.
Sample thank you.
4. Email the MN/DAK Chapter with pictures and notes from your visit.

Bummer! Your visit was declined, that’s ok!

1. Politely ask when the next availability is in the representative’s schedule.
anything else??