



Legislator Visit Checklist

First things first! (2-3 months before the visit)

- Approach superintendent and principal of the building you would like to visit and confirm that it is ok to invite a legislator to breakfast or lunch
- Identify your legislators to visit with these sites (see reference guide for link)
- Contact legislator using template letter, template email or phone call. Include these topics:

Purpose of visit

Supply legislative staff with your contact info

- See suggested agenda for information on what to do and see on site visit. Customize as needed.
- **One week later:** If you sent written communication follow up with their staff to confirm they received the info. This will require a phone call.
- Start planning your menu. Make sure meal is colorful and healthy.
- Modify takeaway stats sheet with district specific information.
- If you feel you need more assistance please contact your local area MSNA representative to assist with the visit.

One month before visit

- Identify your welcoming committee. Include yourself and other key players like superintendent, principal, a few student food team members, etc.
- Reach out to district's communication department to let them know about the event and to coordinate press release to local media.
- If you are having students present obtain photo release if required by district.
- Talk to staff about event and go over tour plan with them so they know what to expect. Brief them on the purpose of the visit, what points to talk about, uniform & food presentation expectations.
- Reserve a room to meet to review issues you'd like to discuss and educate the legislator
- Alert school's front office about special guest and timeframe. Check on visitor security requirements (nametags, sign in sheet, etc.)
- Identify photo op location
- Finalize agenda
- Prep cafeteria before the event; de-clutter, clean floors, walls, signage, and equipment.
- Be photo ready!
- **Week before** event confirm with legislative staff & welcoming committee

Day of Event

- Before arrival, check in with staff to assure cleanliness of cafeteria and staff, as well as food quality.
- Assemble presentation materials and takeaway packet and business cards.
- Assemble welcoming committee at least 15 minutes before arrival in lobby of school.
- Conduct tour with your legislator and enjoy your meal with the kids
- Adjourn to the conference room for Q & A and go over the takeaway packet to ensure they understand our message.
- Thank all participants for attending and check them out at the front desk.

After the Event

- Send a thank you note to the legislator, scheduler and staff person via email. Include any information requested by their department.
- Send a thank you note to the welcoming committee for all of their help.
- Fill out event follow up form and email it to the MSNA legislative chair.