



## **Best Practices for Planning a Legislative Facility Visit**

1. Decide on a facility and date that you would like to have a legislative visit at least one month in advance.
2. Designate a point person to request the legislative facility visit with the elected official's office and to work with the elected official's staff throughout the process (i.e. confirming attendees, time of event, parking, etc.).
3. Designate a point person to work with facility staff and rehab staff on the logistics of the day of the event (i.e. who will be leading a facility tour, who will be taking pictures and getting signed consent forms, who will be taking part of the meeting with the legislator and/or staff members, meeting location, food/drinks, etc.).
4. Designate a point person to contact NARA (either executive director, president, vice president or Chair of Government Affairs Committee) for any legislative updates and material for leave behinds.
5. Designate a point person who will follow-up after the legislative facility visit (answer any outstanding questions, provide additional information, thank you note).