

# Guide to Company Tours with Members of Congress

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## Scheduling Tips

- Submit a scheduling request to your lawmaker's office through one of the following methods:
  - Lawmaker's website (most common);
  - Email to DC or district scheduler (NDA can provide you with this information); or
  - Call the DC or district office and ask for their preferred method for receiving scheduling requests.
- Information to include in your request:
  - A flexible range of dates that you are available to host your lawmaker at your facility;
  - Proposed meeting itinerary;
  - Relevant background on you and your company; and
  - Brief description of what you hope to accomplish during the tour and why it will be beneficial to the lawmaker.
- If you do not hear back from your lawmaker's office within a week of submitting the request, be sure to follow up with a call or email.
- Be willing to host the lawmaker's staff in lieu of the Member of Congress.

## How to Prepare

- In accordance with the lawmaker's office, prepare an itinerary for the visit. A lawmaker may be open to one or all of the following activities while at your facility:

## Tour

- Roundtable meeting with a group of employees
- Employee town hall
- Once the itinerary is established, develop an action plan for the lawmaker's visit:
  - Who will be giving the tour and what will the lawmaker see?
  - If there's a roundtable meeting, which employees will be participating?
  - What important company or industry priorities should be brought to the lawmaker's attention and by whom?
  - Will media be allowed to join the tour if the lawmaker requests it?
  - Who will be taking photos of the event?

## Tips for Having a Successful Meeting

- **Be prepared.** Members of Congress respond best when constituents come prepared to the meeting. Constituents who present thoughtful arguments, sound data and relevant personal stories are the ones congressional offices remember.
- **Tell a personal story.** Members of Congress are always seeking personal anecdotes about the impact Washington is having on their constituents. Be sure to make the connection as to how federal policies are affecting your company, fellow demolition contractors and you community as a whole.
- **Use numbers if possible.** It's helpful to quantify the affects policies in Washington are having back in the district and state. Where possible, discuss the amount of jobs, number of constituents or economic impact a policy is having or could have on the community.
- **Be respectful.** Confronting or arguing with an elected is not an effective method of persuasion. Congressional offices are more likely to respond favorably to you if you are friendly and respectful of their time.
- **Group Meetings.** Your elected representatives are more likely to pay attention to NDA's issues if the constituents they meet with are well-prepared. For groups meeting with lawmakers, it is important that you agree on who will open and close the meeting, as well as any questions you might ask.

- **Engage the staff.** Typically Members of Congress have someone from their staff attend the meeting. Talk to them about the issues you would like to discuss prior to the meeting, engage them during the meeting and be sure you have their contact information.
- **Ask for firm commitments.** It is important to make “the ask” and seek commitment from elected officials.
- **Be sure to follow-up.** Politely following up is more likely to persuade lawmakers. Congressional staff are often over-worked and respond best to individuals who follow up their meeting with a phone call or email.
- **Take Photos.** Make you take photos of the meeting.
- **Debrief NDA staff if necessary.** Should an office request further clarification on NDA’s policy positions or express a willingness to work with NDA on a particular issue, please contact NDA’s government affairs staff with this information.

Thank you for your continuing work on behalf of the demolition industry. For any questions, please contact NDA’s Director of Government Affairs Alex McIntyre at 202-367-2346 or [amcintyre@demolitionassociation.org](mailto:amcintyre@demolitionassociation.org).