



Inviting Local Legislators to Your Community or District

Inviting local legislators to your community/District is an important opportunity to engage with policymakers, address community concerns, and foster stronger relationships with elected officials. Here's a one-page guide on the essential steps to ensure a successful visit.

1 Identify Your Legislators

Find out who represents your district at the state or federal levels

State Representatives - <https://www.house.mi.gov/>

State Senators - <https://senate.michigan.gov/findyoursenator/>

US Congress Member - <https://www.congress.gov/members/find-your-member>

US Senators - <https://www.senate.gov/senators/senators-contact.htm>

2 Plan the Visit - Identify the Purpose of the Visit

Define the Goal: Clearly identify the reason for inviting the legislator. Whether it's to discuss a specific issue (e.g., local development projects, education, public safety) or showcase community achievements, a focused objective will help guide the event.

Highlight Key Topics: Determine what specific issues or community concerns you want the legislator to focus on during their visit. This could include infrastructure needs, business development, or constituent support.

3 Reach Out and Choose a Suitable Date and Time

Formal Invitation: Send a formal invitation letter or email to the legislator's office in advance. Include a brief overview of the purpose of the visit and any key points you wish to address. Check availability, be flexible with dates and time as their schedules are busy.

Personalize the Message: Tailor the invitation to the legislator, highlighting how the visit aligns with their interests or legislative priorities. Be clear about why their presence would be valuable to the community.

Follow Up: After sending the invitation, follow up with a phone call or email to confirm receipt and address any questions or concerns.

4 Prepare the Visit Agenda

Create an Agenda: Develop a clear, concise agenda for the visit, outlining key activities, locations, and discussion topics. Ensure the agenda allows time for dialogue.

Involve Local Leaders: Include community leaders, business owners, and relevant stakeholders in the planning process. Their input will ensure the visit addresses local concerns and priorities.



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Coordinate Logistics

Location and Transportation: Confirm that the visit locations are accessible and well-prepared for the legislator's visit.

Prepare Materials: Gather any necessary materials, such as fact sheets, brochures, or reports, to support your talking points and provide background information on the issues being discussed.

Host a Reception/Meeting: Depending on the visit, consider hosting a small reception/meeting to allow the legislator to interact with local constituents.

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Engage with the Legislator

Provide a Warm Welcome: Ensure community leaders and residents are on hand to welcome the legislator and show appreciation for their time.

Provide District Information: Include community/district handouts that can be referenced throughout the route.
Stay on Topic: During discussions, stay focused on the key issues and be prepared to present clear, concise information that aligns with the visit's goals.

Record the Visit: Capture photos during the visit or arrange a photo opportunity at the end of the visit.

Ask for Action: Be direct about any requests or actions you hope the legislator will take, whether it's supporting specific legislation or addressing community needs.

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Follow Up After the Visit

Thank You: Send a thank-you note after the visit, expressing appreciation for the legislator's time and attention to the community's concerns. Be sure to include any photos that were taken during the visit.

Report on Outcomes: Provide a summary of the visit and any next steps. If the legislator made commitments, be sure to follow up to ensure those commitments are honored.

Mailing List: Add the official to your mailing list so they can stay informed about the events and developments in your local district.

By following these steps, you can make sure that inviting local legislators to your community is a meaningful and impactful experience. Engaging with legislators fosters relationship-building, offers a chance to address community concerns, and strengthens communication between local government and elected officials.