

CHECKLIST

SCHEDULING AN EVENT

☐**Create list of local U.S. senators & representatives**

- Include names, office addresses (both in Washington, D.C., and local district offices), and phone numbers. Good resources include your local phonebook, the official House of Representatives and Senate Web sites at www.house.gov and www.senate.gov, and the Congressional Directory recently mailed by FAMA and FEMSA to member companies.
- Make sure you look at your entire county, not just your city.

☐**Create a list of “other” interested parties**

- These may include local fire departments, mayors, city council chairs, county administrators, EMS directors, and economic development councils, among others.

☐**Establish a tentative event date and time**

- You may want to call your local congressional representative’s office and check his/her calendar before determining the date. Ask your congressional office if they would like a venue to fulfill a specific need.
- *If you are planning an event with other FAMA/FEMSA members, additional coordination is needed (see below).*

☐**Contact alliance partners (NVFC and IAFC) to let them know you are having a Home Day event and when (contacts included in this package)**

- NVFC, IAFC, and CFSI are all sending out support letters to their memberships.
- NVFC and IAFC will send support letters to your local House and Senate representatives if you provide them with the names and your event information.

☐**Send letter(s) of invitation to senators, representatives, and “other” interested parties. Invitations should be from all FAMA/FEMSA companies that are participating in your local area**

- We recommend that you mail the letters to both their Washington, D.C., address and their local district office.
- Fax a copy of the invitation to the attention of the scheduler at their offices. Schedulers names can be found at www.house.gov and www.senate.gov.
- You may also want to e-mail the invitation to them. E-mail addresses can be found at www.house.gov and www.senate.gov.

☐**Schedule follow-up phone calls with the schedulers at your senator’s and representative’s offices a couple of days after invitations are sent**

PLANNING YOUR EVENT

- ☐ **Consider visiting or talking to your congressional office for any ideas about what they would like to see in a Home Day event**
 - Ask if they have any needs that this event could fulfill.
- ☐ **Plan presentation activities based on your event's time and venue**
 - Plant tour.
 - Lunch, refreshments.
 - Displays, "mini trade show", storyboard, slide presentation.
- ☐ **Presentation of talking points and message (see attached legislative priorities and message). Presentation could be done as:**
 - Brief speech.
 - Presented on display board.
 - Handout.
- ☐ **Presentation of company fact sheet showing:**
 - Type of equipment sold or manufactured
 - Number of employees
 - Number of years in business at that location
 - Planned facility expansions
 - Other local businesses supported (vendors)
- ☐ **Economic impact on community (property tax, monies spent by employees, etc.)**
 - We suggest that you contact your local economic development council or chamber of commerce; they should be able to help you develop this information.
- ☐ **Handout materials**
 - Printout of FAMA/FEMSA 2007 priorities.
 - "10 Most Important Facts of the Fire Service and Industry".
 - Copy of your company's most recent annual report or brochure.
- ☐ **Representation at the event**
 - Top management should be there. The message we are presenting is important and we need to make sure they understand this by the level of representation we have at the event.

COORDINATING WITH OTHER FAMA/FEMSA MEMBERS

- ☐ **Create a list of local FAMA/FEMSA members in your area**
 - See complete listing of FAMA/FEMSA members included with this package.
- ☐ **Contact the other local businesses to determine who wants to work together on event**
 - Suggest initial contact be between presidents to signify importance of event.