

GENERAL GUIDELINES

for visiting with
congressional members and staff

DISCUSSION GUIDELINES

- Tell them who you are, introduce your company with a brief description/profile of the company, and where you are located in the state and/or district.
- Thank the representative/senator for past and future support of the fire service, first responders, and the Fire Grants program.
- Tell them why you requested the meeting: to talk about key FEMSA/FAMA priorities that are also critical to the success of your business and its employees in the district.
 - The importance of the Fire Grants program to the nation's first responders
 - The important role the U.S. Fire Administration plays in protecting the American public
 - The importance of the Staffing for Adequate Fire and Emergency Response (SAFER) Program
 - Clarity and communication within the grant process
- Talk about how your products help first responders—in other words, educate them on how important your products are to first responders.
- Tell them something positive about how your company is helping the state and/or congressional district, be it retaining jobs, expanding jobs, or social/first responder outreach
- If the meeting does not take place in your facility, invite them to visit your facility in the near future.
- If you have a specific issue affecting your company, brief them on it.
- Thank them for their time. You know they are busy and have many demands on their time. You look forward to following up on the items you discussed.
- Give the person you are meeting with time to ask questions at any point. Give and take is always better.
- Be brief, courteous and respectful of their hectic schedule. They seldom get thanked for their support of various programs.

TIME

Congressional district office	<i>20 to 30 minutes</i>
Manufacturing plant	<i>1 to 1½ hours</i>

LEAVE BEHIND

- Handout on FAMA/FEMSA 2007 legislative priorities
- Company annual report and/or company brochure
- "10 Most Important Facts of the Fire Service and Industry"

FOLLOW UP

Provide a follow-up letter expressing the importance of the Fire Grants program and the U.S. Fire Administration to the nation's 1.1 million first responders and thanking them for the meeting.

REMEMBER

- BE BRIEF
- BE COURTEOUS
- BE INFORMATIVE
- BE A FUTURE RESOURCE