

How to Schedule and Host a Virtual Legislator Site Tour



Arizona Farm Bureau

Virtual Ag Teacher and Student Day at the
Capitol 2021

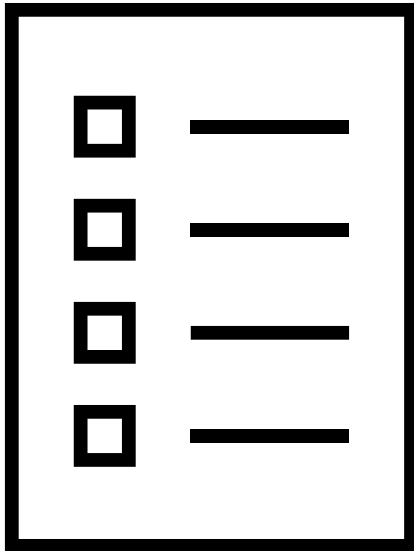
STEP 1: Scheduling the Virtual Site Tour

USE THE “HOW TO SCHEDULE A MEETING WITH YOUR
LEGISLATOR” DOCUMENT TO LEARN HOW TO SCHEDULE A VISIT

STEP 2: Organizing the Virtual Site Tour

Establish an Agenda

Your meeting should last between 30-
minutes and 45-minutes.



Sample Agenda

8 AM:

Participants Introduce Themselves
Senator/Representative Introduction

8:05 AM

Discussion
HR2032 - Legislation to Expand CTE
Funding

8:20 AM:

Questions and Thank you
Opportunities for Questions
Closing Thoughts

Draft Talking Points

Talking points are a great way to ensure you capture what your program and ask!

Include relevant **data points** that would bring your point home

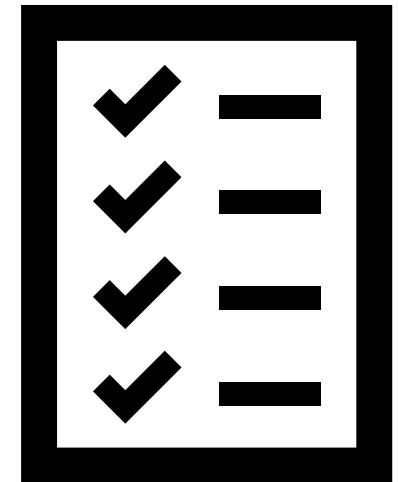
- How many children do you serve?
- How many children have benefitted from a program?
- How much money would it cost to increase?

What is your **ask**?

- Do you want to support a specific bill?
- Are you asking for additional funding?

Ask and answer **potential questions** you think the legislator may have

- What are some common struggles you face?
- What is a way that you will shift your program after the pandemic?
- How can changes in legislation impact your ability to serve children?



Create a PowerPoint

Keep in mind – you don't have to do a live tour! The PowerPoint will serve as your tour.

Include a title slide, questions slide, and concluding thank you slide

Add a pictures of what you want to show to the legislator

- Two to four pictures per slide

Embed videos to show your facilities

- If you include videos without sound, you can talk while the video plays

Include interviews from students

- 30 second clips that are pre-recorded will allow you get the messaging right!

Create a one-page leave behind

Create a one-page document that summarizes the central points discussed in the email

This is the “take home” document that will ensure your legislator keeps your issues in mind moving forward

What to include in your one-pager:

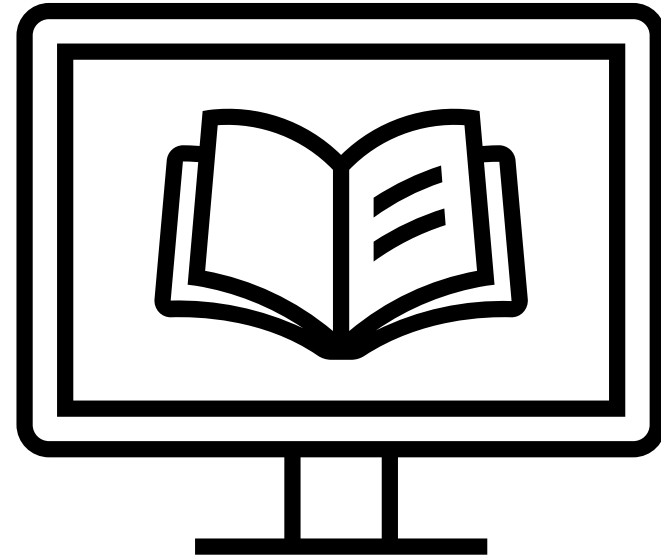
- School Name and Your Name
- Picture
- Overview of the Topic
- Relevant Data
- Request

STEP 3: Hosting the Visit

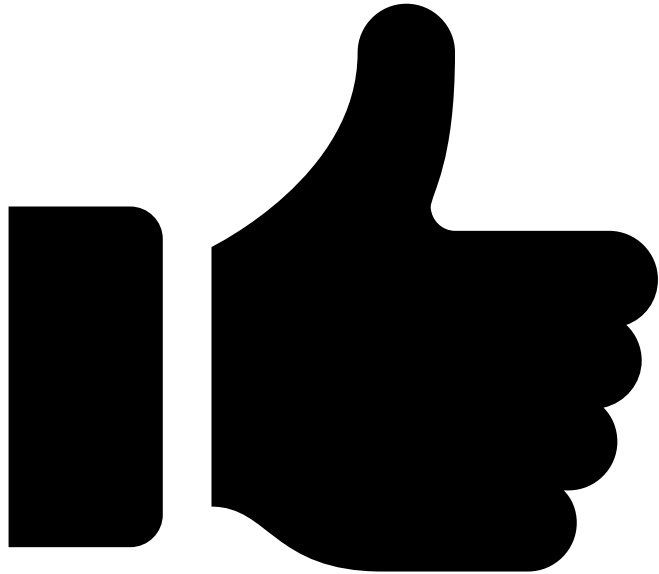
Hosting the Virtual Site Tour

1. Introduce yourself and everyone in the virtual room
2. Allow the legislator to introduce themselves
3. Play your slide show of videos and pictures as you present your talking points
4. End with your ask
5. Provide opportunities for the legislator to ask questions

Watch a sample legislator site tour [here!](#)



After the Meeting



Send a thank you email

Share your one-page leave behind resource

Write them a thank you card

- Have students sign the card

Take a picture of the site tour and share on social media

Start planning your next tour!

Questions?

EMAIL ADVOCACY@AZFB.ORG FOR QUESTIONS REGARDING
HOSTING VIRTUAL SITE TOURS