

- Steps to a -
**SUCCESSFUL
FACILITY TOUR**

INTRODUCING **CONGRESS** TO YOUR WORK

Helpful Tip ▶

Members of Congress are typically in DC from Tuesday through Thursday, so schedule a tour on a Monday or Friday.

Contact Us

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1 SEND INVITATIONS

- Invite Member of Congress to tour facility when Congress is **not in session**
- Coordinate with Congressional staff on suitable dates
- Alert AHCA/NCAL staff

2 PREPARE FOR THE TOUR

- Notify staff, residents, families and friends about the upcoming visit
 - Make opportunities for legislator to **interact** with residents
- Take pictures or plan for a photographer to be on hand
- Contact AHCA/NCAL for press advisory and media alert
- Do a “walk through” and keep the tour simple
- **Know the issues** - AHCA/NCAL can provide you with discussion topics and issue papers containing key facts and figures

3 THE TOUR

- Facility administrator/owner greets the Member of Congress and guides tour
- Talk to as many types of patients as possible and show the various methods of care
- Arrange time at the end of tour to **discuss important issues** with the Member of Congress

4 FOLLOW UP

- Send a “thank you” letter the day after the facility tour
 - Make your follow up letter memorable by adding a personal touch about a subject you discussed or a commitment the Member made on their support for long term care.
- Post photographs and newspaper clippings on the Member’s **Facebook** page or **Tweet** a thank you image/message
- Notify AHCA/NCAL about tour details so tour can be highlighted in publications