

Sample Congressional Visit Run of Show

February 2024

Tips to get started:

- CHCs should arrive to the meeting 5-10 minutes prior to the scheduled time.
- Please arrive to Capitol Hill with adequate time to go through US Capitol Security.
- Please be sure to check your email and the live meeting schedule throughout the day as meeting times may change. Map of US Capitol: <https://www.chcanys.org/document/map-us-capitolpdf>
- Wear comfortable shoes and bring water and snacks.

Draft Run of Show (30-minute meeting):

- (1 min) Everyone gets into the office and settles.
- (1 min) CHCANYS staff kicks off the meeting with thanks, introductions, and context setting.
- (3 min) All attendees introduce themselves with Name, Title, Health Center
 - CHCANYS staff will introduce health centers if the attendee list is too long.
- (20 min) The Advocacy Lead (designated health center for the meeting) will begin the meeting thanking the office for their support (if applicable).

The Advocacy Lead will share materials, provide an overview of each issue, and will ask participating health centers to provide commentary/share stories for each issue. Pause as needed to let Congressional Office ask questions about each issue.

- CHC Funding
- Workforce
- Telehealth
- 340B
- (5 min) Concluding the meeting:
 - Advocacy Lead asks if there are any other questions or concerns from the office.
 - Thank them for their time and ask them to visit your health center, especially during National Health Center Week.
 - Advocacy Lead to present the award (if applicable).
 - Remember to ask for a picture and post it to social media!