



TIP SHEET: HAVE A GREAT HILL VISIT

Be on Time

- That is, be 5 minutes early. If you are running late, call the office as a courtesy.
- Remember to allow time for going through security.
- Don't be surprised or offended if Member/staffer is late. They are juggling a lot of obligations.

Be Prepared

- Dress appropriately. Wear nice but comfortable shoes – walking the Hill in stilettos is hazardous!
- Bring business cards – have one ready for the receptionist when you walk in to the Member's office, and have another one ready for the staffer when you sit down for your meeting. Collect business cards from all staffers at your meetings so that you will be able to follow up with them.
- The staffer may be really young. Don't comment on it, and be respectful. Today's junior staffers are tomorrow's policy makers.

Use the Time Wisely

- Hill visits are very brief (10-15 minutes) – use that time effectively.
- Introduce yourself. Tell the Member/staffer where you live and work (confirm that you are a constituent). If you meet with the Member, ask to take a photo with him/her.
- Share stories about successful preservation projects in your district. If available, use show & tell (photos, press, etc.). Show how what you do impacts communities in the Member's district.
- Leave materials with the staffer for them to use as reference when reporting on your meeting to their boss.

Don't Just Talk – Also Listen

- Be tolerant of differing views. Show openness to counterarguments and respond to them gently without being argumentative. Always be polite.
- Members and staffers are often unwilling to make commitments the first time they are asked. If you get this reaction, follow up with appropriate staffers to be sure they have the information they need to present the issue to their boss.



Follow Up

- Thank the Member/staffer for his/her time. If you can't answer any questions they asked, offer to get back to them with the information.
- Offer to be a resource when preservation issues arise and they have questions – this is important and always well-received.
- Follow up with a thank you note by email.