



My Site Visit Plan

Use nmlegis.gov to look up your local legislators.

Who is invited to this site visit?

What do I want the invitees to understand and remember about our work?

What is the objective of the visit?

What is my ask? What do I want/need from the attendees?

Who will speak? What message(s) will each speaker deliver?

What do I want the attendees to see (and do) during the visit?

Whom will attendees meet?



My Site Visit Plan

Planning Checklist

- Date selected/confirmed by main attendee (policymaker)
- Invites sent
- RSVPs received and tracked
- Photo releases signed by parents/caregivers
- Pre-event social media post(s)
- Activity planned and supplies on hand or ordered
- Activity facilitator/teacher confirmed
- Speakers confirmed
- Takeaway(s) ready
- Food ordered
- Photographer confirmed/assigned
- Notetaker assigned
- Name tags printed
- Contact person/greeter assigned

Post-event Checklist

- "Thank you" notes sent
- Follow up with policymaker sent