Download materials at advocacyassociates.com/freebies

# elements to consider for virtual capitol hill events

##  pre-event essentials

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|[ ]  If using phones (highly recommended for large groups): vendor to provide individual conference lines for each meeting? |
|[ ]  Integrating office-specific conference tools as needed |
|[ ]  If using video conferencing (OK for smaller groups): individual meeting IDs for each meeting? |
|[ ]  Collecting addresses & matching for constituency |
|[ ]  Session on how to conduct a phone meeting |
|[ ]  Online basic advocacy training for an influx of brand new advocates |
|[ ]  Leads for each meeting |
|[ ]  Online training for leads |
|[ ]  Method of disseminating meeting schedules to individual advocates |
|[ ]  Contacting advocates regarding meeting changes |
|[ ]  Tracking whether advocates have viewed their schedule to avoid "no show" meetings |

## essentials while scheduling

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|[ ]  Integrating specific-office conferencing strategies (as needed) |
|[ ]  Confirming calls/meetings |
|[ ]  Delivering phone numbers to advocates and staff, including best timing to do so |
|[ ]  Approaching schedulers versus staff |
|[ ]  Avoiding timing conflicts |
|[ ]  Taking time zones into account as meetings are set |

## essentials for successful meetings

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| [ ]  | "Run of Show" and script for lead |
|[ ]  Phone logistics (host codes, etc.) |
|[ ]  Video conference logistics (pre-event practice, troubleshooting for anyone joining) |
|[ ]  Stress number of people on the call |
|[ ]  Monitoring for last-minute schedule changes and/or advocate who did not join meetings |

## essentials for after the event

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| [ ]  | Getting materials to Congressional offices |
|[ ]  Saying "thank you" in the virtual environment |
|[ ]  Capturing information on feedback from call |
|[ ]  Reschedule meetings as necessary |