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 |