



A Step by Step Guide to Setting Up Your Elected Official Site/Program Tour

Want to hear the Member Meeting we held in May on tours?

Visit here:

https://us02web.zoom.us/rec/share/I4XQhNMWQeBp0PycfPv4eI6JDXVWfk9RV8_C1HuzinE4AERhYSRMYhehlezSzg9.wJmfoL959au57iYh

Passcode: Ge?3ti.H

Step 1: Talk to your supervisor, team, GM or employees and get folks on board.

Step 2: Find your district congressperson [here](#), then contact your Congressperson and Senator's district office--reach out to Chris Snow at csnow@compostingcouncil.org to find out the contact name. NOTE: It's a good idea to invite your state legislators too-the more the merrier-but getting on your congressperson/Senators schedule first is most important. See a sample email or phone invite [here](#).

Step 3: Once you have called and gotten a confirmed date by phone/email, send a formal invitation (paper with your logo/letterhead is preferred but a word document attached to an email is a good second choice). At this point, be sure to



get it on the calendar of your owner/GM and employees who will be involved, and invite others--your local commissioners/alderpersons/councilpersons. Consider regulators as well. Don't forget to invite your local Chamber of Commerce. If you want to include the general public via social media or flyers, see our template [here](#).

Step 4: Set up a planning logistics team and cover issues such as:

- What you will show and what will be the "flow"? Who will speak, and when?
- Do you need a "welcome area"? Have a place to explain your day's expectations that is out of sun/rain
- Set up a confirmation/reminder process to contact your invitees 2-3 days before, even if they RSVP'd--people forget!
- Have someone responsible for making a customized handout. See this sample from USCC's recent tours:
<https://docs.google.com/document/d/1Ttak-ukbnCWA2mm4jSsuU5RHyxgvtQT7nsRoVCMhE0/edit?usp=sharing>
- Are you having refreshments? Have someone in charge, and be sure to check if your attendees have allergies
- You may need to provide a map, and consider parking for your attendees.
- How are people getting around your site? Do they need boots, special shoes? Do you need a van to take them around?
- Consider risk management. Do you need a waiver? Should you inform your insurance company?

Step 5:

- **Let us know at USCC** so we can add it to our successfully booked tours list, send you a legislative leave behind, and promote it.



- **Are you in a chapter state?**(If you're not sure find out here: www.compostingcouncil.org/statechapters) or contact [Hessa Al Maghlouth](#), chapters coordinator. -Let your chapter know - they can promote it as well!
- **Two weeks before the tour, call your local newspaper, and news radio station and find out who covers *business or environmental issues*.**

We will continue to add resources to this page. If you sign up on the interest form, we will be sure to alert you when anything is added to the page.

Step 6: Set up a RUN OF SHOW ([here is an example](#)) and set a last meeting with the team that will be there that day to make sure everyone knows what will happen.

Step 7: HAVE FUN- don't sweat it if something goes wrong. You will be making an amazing impression for the industry and playing a key role in advancing legislative priorities both in your state and the entire industry!!!

Got Questions? Contact Chris Snow at csnow@compostingcouncil.org, or by phone at (941) 920-4281.