How to Invite and Host Legislators

A tour of your facility with a short briefing on your trauma service and your prevention activities can be invaluable to your facility as well as to the national trauma cause. Here are some steps that might be helpful in arranging this visit:

1. Arrange with your hospital administrator or whoever the proper authority to oversee government relations is. You do not want any ‘surprises’ to your administration when a legislator shows up and he does not know about it!

2. Make the invitation as soon as possible so the legislator can get it on his or her calendar. For a congressperson (Senators and Representatives) you should contact his or her home office as well as his Washington office. For state or local public officials you can find local addresses. Contact ATS headquarters if you need assistance on whom to contact and the address.

3. Once a date has been set up you can begin arranging the tour of your facility.

4. Have some literature about your institution as well as the trauma service and what trauma is about. This is an excellent hand out and something for your guests to keep and have as a reference. We can provide you general information on trauma if you need this. Give him or her an ATS gold tulip pin. We will supply you with what you need.
5. Remember you have one Congressional Representative and two Senators. Invite each one and include their staffs.

6. Prepare your message points. (Ex: Needs of Trauma at your institution and in the nation, need for national attention to trauma, how you respond to mass casualties)

7. Make a presentation on your center’s community-based injury prevention programs. Show your contribution to the community both for quality care and prevention.

8. Have specific directions as to where they should come and be sure there is a welcoming group.

9. Know ahead of time how much time they will have and stick to a schedule.

10. Be sure you know the names of any aides or staff members that might accompany the legislator.

11. Prepare a press release of the visit and submit it to the newspaper along with a photo.

12. Have a photographer and capture the moment! A photo opportunity helps everyone. The congressperson gets a picture in the local newspaper (good for his or her community relations and reelection!) and you get a souvenir.

This can be a great occasion for all concerned.

Seize the Moment!