Sample Site Visit Agenda

* Welcome and introductions
* Background about [name of organization]
* Seeing [name of organization] in action
* Meeting the staff
* Meeting the partners
* Meeting the clients
* Q & A with staff, partners, and clients
* Giving a tour of the facility
* Presenting Member of Congress with product/gift made by a client
* Closing, and (if you feel comfortable) requesting that State Representative/Senator support our legislative policy agenda.

Below is an invitation to visit your facility that you can complete and send to a legislator or candidate.

Dear **[Title Legislator or Candidate]**:

The [Organization Name] is pleased to extend an invitation for you to see high-quality early childhood education in action. We invite you to visit , an NAEYC-accredited agency providing [services types] located in our shared community, \_\_\_\_\_\_\_\_\_\_. Decades of research has shown that high-quality early learning and development experiences provide individual and economic benefits for children, families, and communities. Research further demonstrates that early childhood educators are the linchpins in quality early care and education programs.

Given your commitment to **[insert details about how early childhood education aligns with the legislator/candidate’s passions and interests]**, we hope you will be able to visit this outstanding program and learn first hand how \_\_\_\_\_\_\_\_\_\_ AEYC, **[program name]**, and early childhood professionals work together to fulfill the vision of ensuring all children can thrive and learn in a society dedicated to ensuring they reach their full potential.

We would welcome your visit during the following days and times: \_\_\_\_\_\_\_\_\_\_.  
Please contact **[include contact information]** for more information and to discuss this invitation further.

We look forward to having you visit \_\_\_\_\_\_\_\_\_\_ and engage with knowledgeable and skilled educators, as well as the families and children we serve, in order to advance our current and future workforce, and help our community and nation thrive.

Sincerely,

**[Affiliate Contact Name]**