

RCPA 2025 Capitol Day Checklist

6 – 8 Weeks Before Capitol Day

- ___ Submit letters to your state legislators and/or officials requesting a meeting with them.
- ___ Publicize State Capitol Day within your organization — remind employees of the upcoming Capitol Day in monthly gatherings and emphasize the importance of a strong turnout.
- ___ Pass along scheduled meetings with legislators to RCPA.
- ___ Register for RCPA's Capitol Day FAQ webinar.

2-4 Weeks Before Capitol Day

- ___ Confirm meeting and/or event times with government officials. Provide them with an updated list of members attending.
- ___ Review leave behind package developed by RCPA staff for government officials and prepare employees for meetings.
- ___ Attend RCPA's Capitol Day FAQ webinar.

Immediately Following Your Event

- ___ Send thank you notes to your employees and government officials with whom you met with during Capitol Day.
- ___ Inform RCPA's Director of Government Affairs [Jack Phillips](#) about any feedback, comments, or recommendations from legislators, staff, or government officials that you met with during Capitol Day.