

# RCPA 2026 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.

## **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.

## **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.