



KITCHEN CABINET  
MANUFACTURERS ASSOCIATION\*

## **GUIDE FOR A SUCCESSFUL CONGRESSIONAL TOUR/VISIT**

1. Congress will be on its annual summer work/recess period in August through Labor Day 2024. There will also be another recess in the fall in the run up to the elections. Recognizing the demand on Congressional schedules it is recommended that you are flexible with dates provided by the Congressional staff. Arranging plant tours are an effective way for grassroots participants to build a relationship with their Member of Congress and allows KCMA companies to showcase the industry facilities and employees.
2. Refer to the draft letter provided for your review. Place on company letterhead and revise as needed. Sign and save as a pdf document and send to the office to the attention of the staff via email. If you would like us to review your draft prior to sending to the Congressional office please send to Betsy Natz at [bnatz@kcma.org](mailto:bnatz@kcma.org).
3. The most efficient manner to send the request is via email to each House and Senate office. This information can be found on the website for individual Members of Congress at [www.house.gov](http://www.house.gov) or [www.senate.gov](http://www.senate.gov).

To contact your Senator, visit the members' website. To find your member in the U.S. House of Representatives go to [www.house.gov](http://www.house.gov). In the upper right-hand corner, enter your zip code. In some instances where the zip code lists multiple members it will be necessary for you to provide the additional + 4 digit to the zip code. Once you determine the House member you can click on the representative's name under their picture. This will take you to their website. You should use the "Contact" tab to send them an e-mail with the letter of invitation. If you're still struggling to find the appropriate contact, email Betsy at [bnatz@kcma.org](mailto:bnatz@kcma.org) for assistance.

4. Please provide a copy of your letter to Betsy at [bnatz@kcma.org](mailto:bnatz@kcma.org). After receiving your letter, KCMA will follow up with the Congressional offices to confirm receipt of the request. This will also allow KCMA to determine the level of interest and availability of the Member and their staff. *During these visits the Member of Congress will be accompanied by district staff. DC staff often visit the district/state during the summer work period.* Upon speaking with the offices, KCMA staff may contact you to discuss what steps need to be taken to ensure that your Member of Congress can tour your facility.

5. Once you receive confirmation from the Congressional office, please notify KCMA staff. KCMA will assist with further plans for the tour/visit and provide background information on key topics. Inform your employees of the upcoming visit.

6. Congressional visits to KCMA facilities will provide an opportunity for your company to establish and build on an existing relationship with the Member of Congress. Members of Congress welcome interaction with constituents and these tours/visits allow the Members and staff to learn about the industry's accomplishments and issues of importance.