



## Sample Agenda for Legislative Site Visit

- Begin with the “WIC Overview”
- WIC Center tour: Follow WIC participant flow for the tour: (reception > education > vouchers).
- Explain about Peer Counselor services (caseload, typical day, outcomes)
- Share about topics like Saturday hours, online education, WIC referrals, Farmers’ Market...
- Bring an advocacy portfolio with state and local fact sheets and other relevant WIC materials.
- Share any special programs or services unique to your WIC site – a partnership with a dental program, co-location with Early Head Start or a FQHC, etc..
- Photo at the end!

### Notes:

- ❖ Don’t forget Introductions: name, title, job responsibility.
- ❖ Dress code: reminders to dress for guests, wear name badges.
- ❖ Identify the name of the staff person responsible for each part of the tour.
- ❖ Estimate the time for each part of the tour. You can provide guests with a nicely formatted agenda with the agency logo and address/phone/website.
  - Example:      10:00-10:10      Maria: Provide WIC Overview
  - 10:10-10:30      KayEllen: WIC Center Tour
- ❖ Identify the location in the building(s) where the tour will take place.