

AFS Foundry Plant Tour Guidelines

Elected officials need to know what your company does and how important it is to the community and the economy. A plant tour will introduce a member of Congress to your operation, your product and your employees. A tour also gives the legislator an opportunity to see how the company and its employees might be affected by pending legislation and regulations.

Setting Up the Plant Tour

- Contact the congressional office well in advance of your target dates. Be patient; you may need to try several times.
- If you do not have the office number, you can call the U.S. Capitol switchboard at (202) 225-3121 and ask for your Member's office.
- Confirm all details verbally and in writing with the congressional office.

Organizing the Plant Tour

- Map out the tour to follow the casting process.
- Notify employees of the lawmaker's pending visit.
- Make sure plant executive(s) will be available to greet and/or have lunch with the elected official, even if he or she cannot accompany the tour.
- Arrange to have a camera available for photo opportunities during the visit.

Do Your Homework

- Familiarize yourself with the Member's biography and committee assignments. You can find this information on www.House.gov or www.Senate.gov.
- Review key issues for discussion with the Member. Utilize the AFS website for issue briefs or call the AFS Washington Office at (202) 842-4864 for more information.

When your Lawmaker Arrives

- Start with a brief session to familiarize the Member with your company.
- Use basic (i.e., layman terms) as most Members will not be familiar with our industry terminology.
- During the discussion, tell the legislator what is unique about your company:
 - history of the company
 - # of employees, wages and value of benefits
 - site environmental programs, new equipment and costs
 - examples of onerous federal regulations
 - other companies in the area that buy or sell to your facility
- Show sample castings and end product or a photo of end products.
- Present brochures on your products, newsletters, employee publications, etc. that can be read at leisure to learn more about the company.
- Take photos of the legislator with employees and with yourself.
- Keep the tour flexible – some operations may be of more interest than others.
- Introduce employees to the member as you do the walk-through.

Follow Up

- Send a thank you letter to the member of Congress (and staff if applicable), along with copies of company publications which carry articles or photos of the visit.

Be sure to let the AFS Washington Office know if you conduct a plant tour so we can include a write-up in the next edition of *Modern Casting*.