**IFPA Tour Toolkit: Sample Company Notification Memo to Announce the Visit**

Good morning team,

We will be hosting a tour for {Name of Representative}’s team this {Date} from {time}. They will be joined by [Staffer's Name].

[INSERT THE WHY]Because so much of our work centers around schools (who receive government funding), it is important for us to have a strong relationship and positive rapport with our elected officials. The Senator’s office is taking a vested interest in our company and specifically the work we do on behalf of USDA for schools.

* Managers: Please share with your teams that I will be bringing around a special guest on Tuesday afternoon.
* Team members are encouraged to wear [Company Name] branded swag (vests, pullovers, hoodies, etc.).
* At Fresh-cut Processing Operations: since the staffer will be here right at shift change, I’ll connect with ya’ll separately to determine the best time to bring him to production. This was the only time that worked for his schedule.
* ALL: Please ensure your workspace is clean and tidy before leaving (clean up loose papers, remove trash, etc.).

[INSERT BACKGROUND] This Representatives/staffer’s policy portfolio includes food, agriculture, nutrition, environment, and natural resources. He is responsible for having an in-depth understanding of these issues and advising the Senator to introduce legislation, vote for/against specific bills or use his platform to champion specific issues. This tour was solicited by the Senator’s office, which is a great sign that our name is out there as trusted, reputable partners for government, and that we are worth getting to know.

Don’t hesitate to connect with me if you have any questions!

Thank you,

[Your name]