



**TAKE YOUR  
LEGISLATOR TO  
WORK PROGRAM**



**MARYLAND**  
Chamber of Commerce

# table of contents

|   |   |
|---|---|
| ABOUT _____                                 | 3 |
| FIND YOUR LEGISLATOR _____                  | 4 |
| SAMPLE INVITATIONS _____                    | 5 |
| SUGGESTED ACTIVITIES FOR A LEGISLATOR _____ | 6 |
| SAMPLE DISCUSSION TOPICS _____              | 7 |
| SOCIAL MEDIA POSTS _____                    | 8 |
| FOLLOW-UP AFTER YOUR VISIT _____            | 9 |

# about

The **Maryland Chamber of Commerce's Take Your Legislator to Work Program** aims to introduce lawmakers to business owners in their district with the goal of positioning these business owners to become expert resources for lawmakers on issues that either benefit or hinder their business, employees and customers. To accomplish this, employers will invite their representatives for an in-person visit at their location where legislators can see first-hand the valuable role these employers play in the community and all the hard work that goes into running a business in Maryland.

During this program, we recommend business owners speak honestly and openly about successes or hardships as a result of a specific law or regulation. This can be done strategically by showing elected officials real life examples of how certain laws or regulations affect their day-to-day operations and employees.

This toolkit has been created to assist business owners who wish to participate in the Take Your Legislator to Work Program. The following will guide you through finding your representatives and their contact information, sample language for email invites, suggested activities and discussion topics, sample social media posts and language for thank you emails.





# find your **legislator**

Follow the link below to find your representatives and their contact information (make sure that you use your business address and not your home address):

[\*\*FIND MY LEGISLATOR\*\*](#)

It's important to understand what positions your legislators have taken on critical issues prior to their visit. This will help you develop key questions and steer the conversation towards what is best for your business and industry.

Learn more about your legislators and where they stand on a number of issues important to you and your business on Project Vote Smart's legislative history search:

[\*\*PROJECT VOTE SMART LEGISLATOR SEARCH\*\*](#)

The Maryland Chamber of Commerce represents the unified voice of Maryland business. Get to know the issues of importance to the business community and help promote strong public policy that ensures future economic growth for Maryland businesses, employees and families. You can find information on Chamber advocacy here:

[\*\*MD CHAMBER ADVOCACY\*\*](#)

*Please note, while we encourage businesses to schedule meetings and make contact with their legislators themselves, you may email us at [governmentaffairs@mdchamber.org](mailto:governmentaffairs@mdchamber.org) for assistance.*

*Let us know when you schedule your legislator visit so a member of our team can attend, schedule permitting.*



# sample **invitations**

## Example 1

Dear Del./Sen. {Name}:

I am writing to invite you to join me at my business, {name of business}, in {location of business} for a visit. I would be honored if you would tour our office/facility, talk with our staff, many of whom live in your district, and work side by side with us as we conduct our business. It is my hope that you will find this visit to be insightful, informative and fun.

I propose {suggest a few possible dates} as possible dates for this visit, however, I look forward to working with your staff to find a time that works best. Please let me know of your availability and we will set a date.

Thank you for your time and your consideration of this invitation. I look forward to hosting you at {name of business} in the future.

Sincerely,  
{Name and title}

## Example 2

Dear Del./Sen. {Name}:

The work we do at {company name} in {company location} is important, and we would be honored to show you first-hand our day-to-day. I would like to invite you on behalf of {company name} to join us in our office to tour our facility, meet with employees and senior leadership, many of whom are constituents, and work along side our team. This is a great opportunity to see the impact our business has on the community and the fruits of your labor in Annapolis.

I propose {suggest a few possible dates} as possible dates for this visit, however, I understand your schedule is busy. Please let me know if you are able to join us and your availability.

Thank you for your time and we look forward to hosting you at {name of business}.

Sincerely,  
{Name and title}



# suggested activities for a legislator

**1. Tour your facility** and view a variety of departments and functions within the company. Use this time to talk about your business and how you got to where you are now. Examples of areas to tour include:

- Office and meeting rooms
- Training facilities
- Manufacturing/production areas

**2. Meet and greet with employees:**

- Either during the tour or afterwards, give your employees a chance to speak with the legislator about their experience working for you and in Maryland. Reference the suggested discussion topics on page 7 if needed.

**3. Work in a position for a short period of time**, under the supervision of someone who can provide orientation and training in that job. **Use this time to highlight new technology your business may have or how a certain law or regulation has kept you from expanding.** Examples include:

- Showcasing software and other tools and systems that enable your employees to be productive
- Have your legislator partner with a skilled team member on the manufacturing line, in the field during a site visit or while touring the facility
- If your business manufactures a product, show your legislator the final product and explain how it works
- This is your opportunity to get creative and to show off what is unique about your business!



# sample discussion topics

1. Give a brief description of your company.
2. Discuss who your clients or customers are.
3. Major industry changes that have impacted your business.
4. Changes/issues your company anticipates having an impact on future development.
5. How technology has affected the company.
6. Do you see the local labor markets' need for new workers in your field increasing, decreasing or remaining steady?
7. Specific areas for potential job growth.
8. How the changing labor market might affect your business in the next five years.
9. Skills, training or level of education required of entry-level employees.
10. Skills recommended for workers in the field who wish to advance.
11. Industry certifications you consider desirable for a prospective employee.
12. Emerging technologies in the field.
13. Jobs you expect to have the greatest demand within the next five years.
14. What students should be learning in the classroom to prepare students for employment at your company.
15. How you recruit talent and the challenges around hiring new employees.
16. The on the job training your employees receive.
17. Highlight any programs or ways your company and/or employees give back to the community.
18. Specific recent legislation that had a positive or negative impact on the growth of your business.
19. How can your legislator stay connected and open to discussing important business issues with you throughout the year?



# social media posts

Use these suggestions as guidelines, or use them verbatim, in your social media posts. Remember to stick to Twitter's 280-character limit. You can make posts longer for Facebook, LinkedIn, Instagram, or other platforms if you wish, but it's always best to keep them short.

**Please tag us at @mdchamber on Facebook, LinkedIn and Twitter and @marylandchamber on Instagram and use the hashtags #MDChamber and #TakeYourLegislatorToWork so that we see your posts and share them.**

***Include a picture of your staff and your legislator in your post and tag that legislator with their social media handle.***

Here are two examples of tweets from Georgia and Wisconsin:



Here are two sample posts you can customize:

- 1** Thankful to @Senator for taking the time out of his/her busy schedule to join our hardworking employees in our office today as part of the @mdchamber #TakeYourLegislatorToWork Program. We were honored to have you.
- 2** Check out @Delegate working with our employees on the floor today learning the ropes. Thank you for visiting our shop today and learning how the laws you pass affect businesses and workers in our district! #TakeYourLegislatorToWork #MDChamber



# follow-up

## after your visit

After your visit, please send your legislator a thank-you letter for taking the time to learn more about your organization. Be sure to include your contact information and let them know that you are a resource for any legislation that would impact your industry or the Maryland business community.

Here is a sample thank you letter:

Dear Del./Sen. {Name}:

Thank you for your time and willingness to join us at {company name}. We are happy that you had the chance to talk to our team and learn more about the important work we do every day. We hope this opportunity has provided more perspective about how the laws the General Assembly passes can both positively and negatively impact our company, and so many of your constituents just like us. Know that we are a resource for any legislation that might impact our business, our industry or the Maryland business community in general.

Sincerely,

Your Name  
Title  
Contact info

### CONTACT US

If you have any questions or need assistance, please email us at  
[governmentaffairs@mdchamber.org](mailto:governmentaffairs@mdchamber.org)