



Automotive Aftermarket
Suppliers Association

How to Host a Congressional Facility Visit

Follow the simple steps below to set up a Congressional facility visit.

The AASA Advocacy team in our Washington office is here to assist you with any issues you have along the way.

1. Submit an inquiry form with your facility information.
2. Receive a reply message from AASA with the following information:
 - Contact details for your representative(s). This will usually be the legislator's scheduler.
 - Letter of invitation template
 - Background on the REPAIR Act – materials for the meeting, key talking points, etc., to make your advocacy effective and easy
 - a. "Dos and Don'ts" when hosting a facility tour
3. Using the template letter provided, email the contact(s) identified and invite them to your facility(ies)
 - a. Please CC the AASA team: cboland@mema.org & mgardner@aasa.mema.org
4. Wait to hear back from the scheduler. Congressional offices are often planning several events for the same day, and they may not respond immediately. Follow up after five (5) business days if you do not receive a response.
5. Once you do hear back, let AASA staff know the planned date and time and if you would like an AASA staff member to attend the facility visit or assist you with any additional information.
6. Before the event, make sure you've reviewed the talking points provided on the importance of Right to Repair and the REPAIR Act.

After the Visit

1. Send a thank-you note to your member of Congress for visiting your facility and learning more about the importance of Right to Repair legislation to the aftermarket industry.
2. Post any photos you took during the visit to your social media page and share with AASA staff.

