

## **SAMPLE CAP TEAM MEETING/DAY AT THE CAPITOL**

9:00 a.m.	Welcome and Legislative Briefing
10:00 a.m.	Tips for Capitol Visits
10:30 a.m.	Scheduled Meetings with Legislators
NOON	Lunch – Luncheon Speakers
1:00 p.m.	Scheduled Meetings with Legislators
3:00 p.m.	Debriefing Session (return to hotel and fill out feedback forms)
3:30 p.m.	Adjourn