



## CANDIDATE MEETING GUIDE

1. Keep in mind that most political candidates will only be able to meet you for 15-30 minutes, so you should be brief and to the point. If there are two or more individuals at the meeting, you should decide on a principal spokesperson to handle the main points of the ask. Keep in mind, however, all individuals should feel free to comment at any time. Add local data and perspective.
2. Open your meetings by thanking the candidate for having taken the time from their busy schedule to meet with you and discuss this important issue.
3. Introduce yourself by giving your name, title and the company that you represent.
4. Say a few words about the purpose and aim of your meeting.
5. Briefly summarize the key points on the issue/campaign ask with the candidate. Make sure to add that if they have any questions they should not hesitate to personally contact you.
6. It's always a good idea to follow up in writing with thanks and to re-state your key points.

## HOSTING CANDIDATES OR EVENTS AT YOUR FACILITIES

Aerospace facilities are often seen as a compelling setting for a photo-op, so political parties and candidates may approach you to hold an event at your facility. Agreeing to these events are a good way to bring coverage to your company and to the aerospace industry; however, it is essential that the aerospace industry does not appear to be partisan or supporting any particular party.

In these cases, we recommend agreeing to hosting an event but making it clear that you will also make your facilities available to other candidates. You may also wish to reach out to other candidates' campaign offices and invite them to your facilities for a similar event if they wish.

**If you plan a visit by candidates, or in-person meetings, please respect all local public health guidelines related to Covid-19, and take all precautionary measures. You must communicate these protocols clearly to candidates and their staff in advance of the meeting. At the same time, the pandemic has normalized virtual meetings vs in-person; these are usually easier to schedule and can entail far shorter lead and preparation time.**