Before you come to Washington, there are a few "quick facts" you should have at the ready for meetings with your U.S. House of Representatives and U.S. Senators. Coming prepared fosters a successful meeting and helps you make the most out of your time on Capitol Hill. These may be facts you gloss over at times, but don't forget to lay the foundation for them.

1. Provide history and overview
   Before you jump into key issues, take a moment to provide background about you, your organization, and the impact on the legislator’s district or state.

2. Share %, $ and #s
   For example, include the total number of employees in the field, in the office, or in your organization. Where can he/she buy your product?

3. Explain your reach
   Share how your operation affects the entire community. What type and how many jobs in the community does your business support? Think broadly.

4. Give them the facts
   Members of Congress will want to know the basics: years in operation, acreage, number of schools you service or quantity of retail locations. Give them facts they can relate to or visualize.

5. Let them know how they can help
   What are the biggest federal regulation challenges that you face?