



## Participant Checklist

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This checklist is a helpful tool for organizing your legislator visit. Check off each box as you complete each step of this event. This will help you stay organized with your planning for this exciting event.

Send any documents or letters to the UDDC, or call us with questions:  
Utah Developmental Disabilities Council (UDDC)  
155 S 300 W Ste 100  
Salt Lake City, UT 84101  
801-245-7350

- Review the Participant Packet
- Fill out the Participant Information Form and send it to the UDDC.
- Sign the Media Release and return it to the UDDC.
- Get permission from your employer for a legislator to visit your workplace.
- Plan your visit.
- Find and contact your legislator.
- Let others know about your visit:
  - The UDDC
  - Your job coach or other support person – give them a Support Packet if they will be helping you plan this event
  - Other coworkers
- Send "Thank You" notes to your legislator and your employer.
- Send any photos you took to the UDDC.