**AGENDA**

Legislative Affairs – President Elect Meeting

**Items for Discussion**

Senior Staff Meeting

Briefing Paper Template/Process

Staffing Process

Congratulatory Calls in take

Early Nomination Announcements – Rollout plan coordination

**Nominations**:

Staffing support needs:

Where will Nominees be located?

Policy Advisors, Communicators, General Counsel

Briefing Needs:

Cabinet Affairs coordination

Briefing books

**President and Vice President Elect Time Commitments for Capitol Hill**

Phone calls: Leadership, others

In person Hill visit by both together to Leadership: Big 4 (4 individual meetings)

Additional Member Outreach / Relationship Building

Lame Duck Briefings: Time Need Stand By

Roll Out of Nominees

**After Inauguration – First 200 Days**

State of the Union

Budget Roll Out

House and Senate Republican Retreats – possibly Democrats