

OpenAI

Leveraging ChatGPT for Communications Directors

ChatGPT Enterprise

Introduction

Use ChatGPT Enterprise to turn supplied information into useful first drafts. These 30 chat prompts support official congressional office work. Replace bracketed placeholders and paste the relevant source text before you begin.

For Communications Director / Press Secretary: focus on factual official communications, media preparation, press operations, and editorial review. Adapt assignments to your office; House and Senate titles and responsibilities vary.

Goals

This guide is meant to help:

- Create practical drafts for your daily work.
- Make handoffs and review requirements clear.
- Keep claims traceable to supplied sources.

Guidelines & guardrails

Use ChatGPT in the ChatGPT Enterprise environment responsibly within your organization's approved guidelines. Before using it for work, keep in mind:

- Use only information permitted in your approved workspace; use fictional or de-identified examples for practice.
- Verify facts, dates, citations, and chamber-specific procedures with current sources.
- Keep official work separate from campaign activity. Staff review all outputs before use or release.

Effective prompting

You can use simple English language instructions (or “prompts” & “queries”) in ChatGPT, and the model responds based on those prompts. Better prompts - that are more thoughtful, clear, and articulate - will yield more useful responses. Keep in mind that every good prompt has:

- **Task** - What are you asking ChatGPT to do?
- **Context** - What additional information or documents should it be aware of?
- **Expectations** - How do you expect the final output to be formatted?

Take a simple example:

- Original prompt: "Help me prepare for work."
- Add in task: "Draft an official press briefing."
- Add in context: "Draft an official press briefing. For our [House/Senate] office, use [Approved notes] for [Audience]."
- Add in expectation: "Draft an official press briefing. For our [House/Senate] office, use [Approved notes] for [Audience]. Keep it to one page, with next steps and facts to verify."

Sample prompts

Choose a prompt, replace its brackets, and paste the named notes or source excerpts. State the chamber, audience, deadline, and desired format. Review the draft, then ask for a focused revision. Prompts do not retrieve live information or take external actions.

Role grounding, reviewed September 21, 2026.
Original workflow prompts; office procedures govern actual work.

Senate position descriptions: role responsibilities
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CRS staff guide (2012): role and title background.

House Resume Bank: House role names.

House Green & Gold: casework and field duties.

OpenAI: using ChatGPT and reviewing results.

Official Announcements

Press release draft **Best used with:** Chat.

Draft a 450-word official release about [Verified office announcement] using [Approved facts]. Include headline, factual lead, context, and a quote placeholder. Do not invent quotations, outcomes, or a member position. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Media advisory **Best used with:** Chat.

Create a concise advisory for [Official event] using [Confirmed logistics]. Include who, what, when, where, media contact role, and access details only if supplied. Flag tentative details and avoid publishing nonpublic itinerary information. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Announcement fact sheet **Best used with:** Chat.

Turn [Approved announcement material] into a one-page media fact sheet. Separate documented facts, relevant dates, and unanswered questions. Use exact program or bill names and retain qualifications. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Official Announcements

Holding statement **Best used with:** Chat.

Draft a 100-word holding statement about [Developing office matter] using [Confirmed facts] and [Approved boundaries]. Acknowledge what is known and leave unknowns unresolved. Do not speculate, assign blame, or promise an update time. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Correction draft **Best used with:** Chat.

Draft a clear correction to [Previously issued statement] using [Verified correction]. Specify what was inaccurate and the corrected fact without minimizing the error. Include an internal checklist of channels needing staff review. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Media Preparation

Interview briefing

Best used with: Chat.

Prepare a one-page interview brief from [Outlet request], [Approved messages], and [Background]. Include format, topic, factual anchors, and unresolved questions. Do not infer the reporter's motives or the member's views. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Factual Q&A

Best used with: Chat.

Draft ten likely media questions about [Official announcement] and concise answers grounded in [Approved material]. Mark unanswered questions explicitly. Avoid fabricated assurances or unsupported criticism of others. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Quote approval options

Best used with: Chat.

Draft three possible quotes for [Announcement] using [Member-approved themes]. Label every quote proposed, keep claims within supplied facts, and provide a short factual verification note for staff review. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Media Preparation

Spokesperson rehearsal

Best used with: Chat.

Create a rehearsal script for [Press availability] from [Approved Q&A]. Ask one question at a time, then assess factual fidelity and clarity of my response. Do not coach evasion or invent a position. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Interview readout

Best used with: Chat.

Turn [Interview notes or excerpt] into an internal readout. Separate questions, member statements, follow-up commitments, and corrections to consider. Do not claim coverage has been published unless evidence is supplied. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Press Operations

Inquiry intake

Best used with: Chat.

Convert [Media inquiry] into an internal intake brief with topic, stated deadline, requested format, factual questions, and proposed reviewer roles. Use [Office routing practice] and leave response commitments unconfirmed. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Press event checklist

Best used with: Chat.

Build a preparation checklist for [Official press event] using [Confirmed plan]. Cover approved materials, staff roles, accessibility arrangements, and follow-up ownership. Flag venue or access requirements that still need confirmation. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Press clips digest

Best used with: Chat.

Summarize [Pasted media excerpts] into a 300-word internal clips digest. Distinguish reporting, quotations, and commentary; identify factual items needing review. Do not infer public sentiment from selected coverage. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Press Operations

Reporter follow-up **Best used with:** Chat.

Draft a 150-word response to [Reporter question] using [Approved factual answer]. Address the question directly and preserve all qualifications. Leave any proposed quote or on-record designation for authorized staff confirmation. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Press archive entry **Best used with:** Chat.

Create a metadata template for [Released communication]. Include title, date, topic, approved version, channel, and source record. Follow [Office archive instructions] without inventing retention periods. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Editorial Coordination

Communications workplan

Best used with: Chat.

Turn [Confirmed official milestones] into a two-week editorial workplan. Show proposed product, factual source, drafter, reviewer, and dependencies. Avoid campaign activity and keep timing tentative until approved. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Policy-to-press translation

Best used with: Chat.

Rewrite [LD-approved policy summary] as a 300-word public explainer. Preserve the documented legislative stage and member position. Explain jargon without expanding claims beyond the supplied summary. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Field story intake

Best used with: Chat.

Draft an internal intake form for [Official district/state activity] that may become a public update. Request verified facts, permissions status, and source contacts by role. Do not solicit unnecessary personal details. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Editorial Coordination

Cross-channel consistency

Best used with: Chat.

Compare [Release], [Newsletter], and [Social copy] about the same announcement. Identify inconsistent dates, names, status, and claims. Propose a single factual baseline for staff approval. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Approval routing

Best used with: Chat.

Turn [Existing communications approval process] into a checklist for [Product type]. Clarify who reviews facts, quotations, timing, and release. Flag missing authority rather than assigning approval powers. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Public Information

Newsletter section **Best used with:** Chat.

Draft a 250-word official newsletter item about [Office service or activity] from [Approved facts]. Use a clear service-oriented tone and verified contact placeholders. Avoid campaign appeals or promises about individual outcomes. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Public event remarks **Best used with:** Chat.

Draft three-minute informational remarks for [Official event] using [Approved points]. Include acknowledgments only from [Confirmed names] and avoid invented achievements or quotations. Mark pronunciation questions for review. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Office service explainer **Best used with:** Chat.

Create a plain-language explainer of [Office service] from [Approved service description]. State how people can contact the office using supplied channels. Do not promise results or invent procedural requirements. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Public Information

Public FAQ

Best used with: Chat.

Draft eight general-public FAQs for [Official office initiative] using [Approved background]. Give concise answers and identify missing facts. Do not personalize persuasion to any demographic or individual profile. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Public notice simplification

Best used with: Chat.

Rewrite [Official office notice] for clarity and readability without changing dates, instructions, or qualifications. Provide the revised copy and a short list of ambiguities for the responsible office lead. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Accuracy and Review

Claim-by-claim review

Best used with: Chat.

Audit [Draft release] against [Supplied factual record]. Return claim, source passage, qualification, and suggested edit. Flag unsupported causal claims and distinguish proposed actions from completed outcomes. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Quotation audit

Best used with: Chat.

Compare quotations in [Draft materials] with [Approved quotes or transcript excerpts]. Flag altered meaning, missing attribution, and proposed wording presented as approved. Do not create replacement quotations. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Headline accuracy

Best used with: Chat.

Write five factual headline options for [Approved announcement]. Keep each under twelve words and preserve the exact stage and scope. Explain any wording that risks overstating the underlying record. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Accuracy and Review

Accessibility copy review

Best used with: Chat.

Review [Public copy] for unexplained acronyms, dense sentences, unclear links, and image-description needs. Suggest editorial improvements for a general audience. Do not claim technical accessibility certification. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Post-event communications review

Best used with: Chat.

Summarize [Verified publication record] and [Team debrief] after [Official event]. Identify delivered materials, remaining corrections, and process lessons. Avoid treating reach or selected comments as proof of changed public opinion. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.