

Leveraging ChatGPT for House Communications Directors

ChatGPT Enterprise



Introduction

A practical prompt pack for U.S. House of Representatives Member offices using ChatGPT Enterprise. Use these 30 prompts to draft official communications from approved material, replace placeholders, and review every result before use.

As a Communications Director, use this pack to plan official content, handle press inquiries, prepare the Member, and coordinate accurate public updates. Work with legislative, district, scheduling, and review staff. Author: Laura Keenan.

Goals

This guide is meant to help:

- Prepare accurate drafts with traceable sources.
- Keep quotes, dates, and legislative status consistent.
- Coordinate reviews, corrections, and staff handoffs.

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 approved for your ChatGPT Enterprise workspace.
- Supply source text or named files where enabled; links alone are not source content.
- Keep official and campaign work separate; verify facts and quote approvals.
- Staff retain review and publication decisions; confirm current House requirements.

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: "Draft an announcement."
- Add in task: "Draft a 200-word media advisory."
- Add in context: "Draft a 200-word media advisory for an official district event, using the approved event brief."
- Add in expectation: "Draft a 200-word media advisory for an official district event, using the approved event brief. Include the time zone and flag unconfirmed details."

Sample prompts

Replace bracketed placeholders and supply dated, approved source material. Specify the channel, audience, length, and review needs. These basic chat prompts do not retrieve live records or publish content. Verify time-sensitive details before use.

The following prompt pack focuses on developing familiarity with prompting within the following topic areas:

- Provide examples of expected outputs
- Ask for multiple options
- Set constraints on tone, length, and formatting
- Specify audience details (e.g., which agency & team)

Communications Planning

Weekly editorial plan

Best used with: Chat.

Build a one-week official communications plan for [Week] from the supplied office calendar and approved priorities. Create a table with public information need, deliverable, channel, source, staff owner, review deadline, and proposed release date. Separate confirmed events from tentative ones and flag embargoes. Limit the plan to eight items within [Staff capacity]. Do not schedule publication or invent Member commitments. End with three decisions for the Chief of Staff.

Recommended attachments: (1) [Office calendar]; (2) [Approved official priorities].

Announcement intake

Best used with: Chat.

Create a one-page intake form for a House office announcement about [Official activity]. Include the event or legislative action, public relevance, verified status and date, supporting records, approved quote, public contact, embargo, and required reviewers. Mark fields required before drafting. Add five questions that prevent overstating the Member's role or a bill's status. Use placeholders throughout; do not fill factual gaps or determine whether release is authorized.

Legislative-to-press handoff

Best used with: Chat.

Convert the supplied LD briefing on [Measure and Congress] into a one-page communications handoff. Include verified action and date, plain-language explanation, Member-approved position, unresolved questions, source locations, and proposed publication dependencies. Keep introduced, committee-reported, House-passed, and enacted stages distinct. Identify facts requiring the LD's reconfirmation. Do not infer the Member's position from party affiliation or turn a proposal into a current benefit.

Recommended attachments: (1) [Dated LD briefing with sources].

Communications Planning

Production and review schedule

Best used with: Chat.

Plan production for [Official announcement] due [Date and time zone], using these steps: [Draft, fact check, quote approval, design, accessibility review, final approval]. Our available staff are [Roles and capacity]. Return a milestone table with proposed owners, dependencies, latest review times, and fallback deliverables if approvals slip. Mark all assignments proposed. Preserve a final human publication decision; do not presume approval from silence.

DC and district coordination

Best used with: Chat.

Turn the supplied DC and district updates into a 20-minute communications coordination agenda for [Date]. Group items into decisions, factual updates, upcoming events, and follow-through. For each, list the relevant staff role, question to resolve, and source note. End with an action log showing confirmed versus proposed owners and deadlines. Exclude individual constituent case details and mark conflicting event information for confirmation.

Recommended attachments: (1) [DC staff update]; (2) [District staff update].

Press Inquiries & Coverage

Reporter inquiry brief

Best used with: Chat.

Prepare an internal response brief for the supplied reporter inquiry about [Topic]. Identify each question, stated deadline and time zone, available verified facts, approved office position, and gaps to resolve with [Staff reviewer]. Draft a neutral acknowledgment of no more than 80 words. Do not promise an interview, response time, quotation, or attribution terms not approved by staff. Treat any off-the-record request as unresolved unless documented agreement is supplied.

Recommended attachments: (1) [Reporter inquiry]; (2) [Approved factual background].

Source-grounded press response

Best used with: Chat.

Draft a response of up to 180 words to [Reporter question] using only the supplied verified facts and Member-approved statement. Answer the question directly, distinguish known facts from pending information, and avoid repeating unsupported premises as fact. Follow the draft with a sentence-to-source table and missing approvals. Preserve approved quotations exactly. Do not invent quotes, motives, commitments, or a Member position.

Recommended attachments: (1) [Verified facts and source references]; (2) [Member-approved statement].

Daily clips digest

Best used with: Chat.

Summarize the supplied news clips for the Chief of Staff as of [Date and time]. Group by official issue or event, giving outlet, headline, publication time, main claim, and source location. Separate reporting, quoted opinion, and unverified allegation. Flag factual discrepancies for review and duplicate coverage. Keep to 500 words. Describe only this supplied sample; do not infer public sentiment or treat an allegation as established fact.

Recommended attachments: (1) [Dated news clips packet].

Press Inquiries & Coverage

Interview request logistics

Best used with: Chat.

Turn the supplied interview invitation into a one-page logistics brief for the scheduler and Communications Director. Include format, topic, duration, location or connection details, deadline, requested participants, and stated recording or attribution terms. Separate confirmed details from questions for the outlet. Add a preparation checklist and an acknowledgment draft under 80 words. Do not accept the invitation or agree to terms; omit private connection credentials from the brief.

Recommended attachments: (1) [Interview invitation].

Coverage correction request

Best used with: Chat.

Compare the supplied article excerpt with the official record on [Specific claim]. Create a table of the exact disputed wording, documented fact, source location, and uncertainty. If the record supports a correction, draft a courteous request under 150 words limited to that factual issue. Distinguish a factual error from opinion or framing. Do not accuse the reporter of intent or request changes unsupported by the record.

Recommended attachments: (1) [Article excerpt with date]; (2) [Official record supporting the correction].

Official Announcements

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

Draft a 350-word official press release about [Verified action] using the supplied fact sheet. Include a factual headline, dateline, lead, two explanatory paragraphs, and [Approved public contact]. Use only the supplied approved quotation; otherwise insert [Quote pending Member approval]. Preserve the action's date and legislative stage. Add a separate verification list with source locations. Do not claim sole credit, guaranteed effects, or enactment without evidence.

Recommended attachments: (1) [Announcement fact sheet with source references].

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

Draft a 200-word media advisory for [Official event] from the supplied event brief. Include who, what, when with time zone, public location, press check-in, RSVP instructions, and confirmed accessibility contact. Label tentative details [Confirm]. Distinguish an invitation from confirmed attendance. Do not include private movement plans, personal phone numbers, or security procedures; use approved public logistics only.

Recommended attachments: (1) [Approved public event brief].

Bill-status explainer **Best used with:** Chat.

Write a neutral 400-word public explainer for [Bill number and Congress] using the supplied text and dated action history. Explain what it proposes, the latest documented stage as of [Date], what that stage means, and what remains unresolved. Define unfamiliar terms. Cite sources in an internal fact-check table. Do not predict passage, claim a benefit is available before implementation, or add an unsupplied Member position.

Recommended attachments: (1) [Bill text and version]; (2) [Dated official action history].

Official Announcements

Funding announcement fact check

Best used with: Chat.

Review the supplied draft funding announcement against the agency notice. Return a table of claim, evidence, needed correction, and question for staff. Check amount, recipient, award versus application status, period covered, conditions, and the Member's documented role. Then produce a revised factual draft under 250 words. Do not imply that proposed funding is awarded or that the Member independently awarded federal funds.

Recommended attachments: (1) [Draft funding announcement]; (2) [Agency award notice].

Public service notice

Best used with: Chat.

Draft a plain-language notice under 250 words about [Office service or agency update], using the supplied approved information. State what changed, when it applies, where people can find official details, and how to contact the office through [Approved public channel]. Preserve any stated limitations. Flag missing deadlines and links. Leave individual case decisions to authorized staff; do not promise outcomes or request personal information in public replies.

Recommended attachments: (1) [Approved service information with dated sources].

Member Preparation

Interview preparation sheet

Best used with: Chat.

Prepare a two-page interview sheet for the Member on [Topic] using the supplied approved background. Include purpose and logistics, five likely factual questions, concise answers grounded in approved material, and unresolved questions for staff. Put sources beside factual claims. Keep any proposed wording distinct from approved quotes. Do not fabricate positions or coach evasion; flag questions the supplied record cannot answer.

Recommended attachments: (1) [Interview brief]; (2) [Member-approved background and positions].

Remarks from approved material

Best used with: Chat.

Draft three-minute remarks for [Official event] from the supplied approved material. Use a clear opening, three factual points, and a brief close. Preserve names, titles, and approved positions; mark pronunciation questions and acknowledgments needing confirmation. Keep within 420 words and add a source-check list outside the script. Do not invent personal stories, quotations, attendance, or promises.

Recommended attachments: (1) [Approved event and issue background].

Public Q&A preparation

Best used with: Chat.

Create ten public questions and draft answers for [Official briefing] from the supplied fact sheet. Include practical questions and questions about documented limitations or uncertainty. Keep each answer below 60 words and cite its source for staff review. If evidence is missing, use [Needs confirmation] and name the staff role to consult. Do not assign motives to questioners or treat a proposed action as completed.

Recommended attachments: (1) [Approved briefing fact sheet].

Member Preparation

Transcript to accurate excerpts

Best used with: Chat.

Identify up to five self-contained excerpts from the supplied Member transcript for staff review. For each, give the exact quotation, timestamp or paragraph, surrounding context, and a neutral descriptive heading. Flag unclear transcription and statements needing factual checks. Do not rewrite a quotation, remove qualifying language, or join passages in a way that changes meaning. Use only excerpts relevant to [Official topic].

Recommended attachments: (1) [Member transcript with timestamps or paragraphs].

Post-interview follow-through

Best used with: Chat.

Review the supplied interview transcript and approved preparation notes. Create a one-page internal memo listing unanswered factual questions, promised follow-ups explicitly stated, possible transcription errors, and claims for staff verification. Cite timestamps and distinguish a discussion from a commitment. Assign owners only where documented; otherwise use [Confirm owner]. Do not change the public record or draft a correction before the underlying fact is verified.

Recommended attachments: (1) [Interview transcript]; (2) [Approved preparation notes].

Digital & Constituent Content

Official channel adaptations

Best used with: Chat.

Adapt the supplied approved announcement into a website summary under 200 words, an email paragraph under 100 words, and an official social post under [Character limit]. Preserve facts, caveats, dates, and approved links across versions. Use plain language suitable for the general public. Add a short consistency check. Do not add campaign messaging, targeted political persuasion, unsourced claims, or new calls to action.

Recommended attachments: (1) [Approved announcement].

Constituent newsletter

Best used with: Chat.

Draft a 600-word official newsletter from the supplied approved office updates for [Period]. Organize it into legislative information, district office activity, and service information where supported. Give each section a factual heading and verified link placeholder. Mark missing approvals, dates, or sources. Avoid repeating the same update and do not imply the selected activities are an exhaustive record. Keep the content informational and exclude individual constituent case details.

Recommended attachments: (1) [Approved office updates with sources].

Plain-language web revision

Best used with: Chat.

Revise the supplied official webpage about [Topic] for public understanding. Lead with what readers need to know, define acronyms, use descriptive headings, and preserve substantive qualifications and dates. Return the revised copy under [Word limit] and a table of material changes with source paragraphs. Flag outdated claims and unclear links for staff review rather than silently fixing them. Do not change policy meaning or invent services.

Recommended attachments: (1) [Current official webpage text].

Digital & Constituent Content

Video production brief	Best used with: Chat. Create a production brief for a 60-second informational video about [Official update], using the supplied approved fact sheet. Include a spoken script under 140 words, a table of suggested on-screen text and existing asset needs, and caption-review notes. Flag missing asset permissions. Keep figures and dates consistent. Do not fabricate footage, testimonials, voices, or scenes suggesting the Member attended an event not documented in the source. Recommended attachments: (1) [Approved video fact sheet].
Accessible content review	Best used with: Chat. Review the supplied webpage copy, captions, and image descriptions for clarity and accessibility. Return an issue table with location, reader impact, suggested revision, and item requiring manual verification. Check heading sequence, meaningful link text, unexplained abbreviations, and caption consistency. Draft concise alternative text only from supplied image descriptions; do not infer unseen visual details. State that this editorial review does not certify technical accessibility. Recommended attachments: (1) [Web copy and media descriptions]; (2) [Caption transcript].

Corrections & Office Continuity

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

Draft a holding statement under 100 words about [Official service disruption or developing event] using the supplied verified facts. State what is known, what remains unconfirmed, and the approved source for further updates. Include a next-update time only if authorized. Add an internal list of facts and approvals still needed. Do not speculate about causes, responsibility, injuries, or security operations, and do not promise a resolution time.

Recommended attachments: (1) [Timestamped verified facts and approved update channel].

Correction across channels **Best used with:** Chat.

Build a correction package for [Confirmed factual error] using the original published copy and approved corrected record. Draft a clear correction under 100 words, identify affected supplied channels, and create a staff action log with proposed owner and verification step. Preserve the difference between original and corrected facts and propose a visible correction note. Do not silently rewrite history or claim updates have been published.

Recommended attachments: (1) [Original published copy and channel list]; (2) [Approved corrected facts with sources].

Office closure update **Best used with:** Chat.

Draft a public update under 180 words about [Office closure or schedule change] from the supplied approved notice. State affected services, effective dates and time zone, available alternatives, and the official contact channel. Mark missing reopening information [Not yet confirmed]. Add an internal checklist to reconcile the website, voicemail, and scheduled content. Do not expose staff locations or invent continuity arrangements.

Recommended attachments: (1) [Approved office operations notice].

Corrections & Office Continuity

Publication readiness check

Best used with: Chat.

Review the supplied communications draft against the office's supplied editorial checklist. Return a table of factual support, quote approvals, dates, links, public contact details, accessibility items, and unresolved reviewer questions. Cite the draft location and source for each concern. End with items still requiring human sign-off. Do not certify compliance or authorize distribution; route those questions to the office's designated reviewer.

Recommended attachments: (1) [Communications draft]; (2) [Office editorial checklist]; (3) [Supporting factual references].

After-action review

Best used with: Chat.

Turn the supplied communications production log into a one-page after-action review for [Official event or announcement]. Separate completed work, missed handoffs, factual corrections, and open follow-ups. Compare actual steps with the documented plan, using timestamps and source entries. Propose three practical process improvements with proposed owners. Do not infer staff motives or claim audience impact without evidence; label gaps in the log.

Recommended attachments: (1) [Communications production log]; (2) [Original production plan].