



INVITING A LEGISLATOR TO YOUR CENTER



SAMPLE INVITATION

YOUR
LOGO

(Date)

Honorable (Legislator's First and Last Name)

House of Representatives or Senate

ATTN: Aide or Scheduler's Name (Obtained by calling the lawmaker's Office)

Mailing Address (Obtained by visiting the state website)

Fax or Email (Depending on how you are sending the invitation)

Dear (Representative or Senator) (Member's Last Name):

I am writing to you on behalf of (Center's Name), located in your district. We would like to invite you to a (event, celebration, ceremony, etc.) that we are holding to (short description).

We would appreciate the opportunity to show you around and tell you more about this exciting (project, event, etc.) The event will take place on (date and time) and will last approximately (length of time). As this is a community event, we would be truly honored if you would also say a few words to our parents, staff members and (any key participants or attendees). Assuming you are able to join us, we would also be pleased to work with your press secretary to invite local media to cover the event.

I greatly appreciate your consideration of this request. You or your staff can reach me at (insert phone number and email address) to follow-up.

Sincerely

(Your Name and Signature)

(Your Organization or Center)

cc: *(list any individuals and organizations who are mentioned in the letter as attending and/or participating. Make sure to send these individuals a copy of the letter via email.)*



INVITING A LEGISLATOR TO YOUR CENTER



SAMPLE SCRIPT FOR FOLLOWING UP WITH SCHEDULER/AIDE

Approximately one week after you have submitted your scheduling request, call the lawmaker's aide to follow-up if you have not heard anything back. Your goal is to get a "yes" or "no" on your request. It may take a few calls to reach the aide, so be persistent. The script below will help you.

1. **Call the Congressional or Legislator's Office:** *"Hello, this is _____ from _____ calling. I would like to speak with _____ (aide's name) to follow up on scheduling a request that I submitted last week, please."*
2. **If the aide/scheduler is not available, leave a message:** *"Hello this is _____ from _____. I submitted a scheduling request last week related to _____ and was calling to follow-up to see if Representative/Senator _____ is available. If you could give me a call back at _____ soon, I would greatly appreciate it."*
3. **Once you are able to speak with the aide/scheduler:** *"Hello this is _____ from _____. I submitted a scheduling request last week related to _____ and was calling to follow-up. I was wondering if you had any information on whether Representative/Senator _____ would be able to attend."*
 - **If the aide says they have not made a decision yet on the request:** *"I understand you are probably trying to balance a lot of requests, but we certainly hope this will be one that Representative/Senator _____ will be able to accommodate. The event will also include people, such as _____. When would be a good time for me to call back to get an answer on this request?"*
 - **If the aide says the lawmaker will not be able to meet/attend:** *"We are very sorry to hear that Representative/Senator _____ isn't available."*
 - * *"Is there an alternative date that might work?"*
 - * *"Is there someone on the Representative/Senator's staff that can attend?"*
 - **If the aide says "yes" to the request:** *"This is wonderful news. We so appreciate Representative/Senator _____ for his/her willingness to attend. And, thank you so much for your help in arranging this."*
 - * *"I would like to confirm the key details (date, time, legislator's role)."*
 - * *"How far in advance of the event should we check in again with you just to make sure we're still on schedule? And, is it you we should be working with on any logistics?"*
 - * *"I would also like to make sure you have all my contact information, including my cell phone number in case anything comes up at the last minute."*
 - * *"We are considering inviting the media to our event. Is there a press secretary on your staff that we should be coordinating with?"*

Be sure to take pictures and send them to the Legislator, after the event, with a "thank you note."



INVITING A LEGISLATOR TO YOUR CENTER

- ▶ Local Legislative Candidate Glo Smith was invited to speak to parents at Parson's Little Scholars (2016).

