



## Inviting your Member of Congress: Sample Invitation

You can use this sample letter to create a meeting request or invitation for your Member of Congress. Fill in any bracketed areas with information specific to your project. Try to keep the letter to one page, and put it on letterhead if possible. As noted, try to get a prominent community member (mayor, principal, local business leader, or local nonprofit leader) to sign the letter. Please fax or email your letter directly to the scheduler for the Member of Congress. Each office generally has a preference for how requests should be submitted, so it is important to call first and ask how they would like to receive the invite.

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[Date]

The Honorable [Member's First and Last Name]  
[U.S. House of Representatives OR U.S. Senate]  
ATTN: [Scheduler Name, obtained by calling the Congressional office]  
[Mailing address (obtained through the CongressMerge website)]  
[Fax Number or Email address (depending on how you are sending the request)]

Dear [Representative or Senator] [Member's Last Name]:

I write to you on behalf of [your organization, or if applicable: a coalition of organizations and individuals in your district that are working to make it safer to walk and bicycle]. We would like to invite you to a celebration of [your project], a [short project description].

We would appreciate the opportunity to show you more about this exciting project. We will be holding an event on [proposed date and time] at [location]. The event will [brief description of type of event]. The event will last approximately [length of time] and we would be honored if you would agree to [speak/observe/participate – whatever role you want the legislator to play]. As this is a community event, you will have the opportunity to interact with a number of community leaders, including [list names and organizations of some key participants and 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]  
[Your Organization]

cc: [list individuals and organizations who are mentioned in the letter as attending/participating in your event or meeting. *Make sure to send these individuals a copy of the letter via email.*]



# Inviting your Member of Congress: Sample Script for Following Up with Scheduler

Approximately a week after you have submitted your scheduling request by fax or email, you should call the scheduler to follow up if you have not heard anything back yet. Your goal is to get a yes or no answer on your scheduling request. It may take a few calls to reach the scheduler, so be persistent. The script below will help you work with the scheduler.

1. **Call the Congressional office** – either the Washington, DC office or the district office where the scheduler is located—and speak with whoever answers the phone:

Hello, this is [your name and organization] calling. I'd like to speak with [scheduler name] to follow up on a scheduling request I submitted last week, please.

2. **If the scheduler is not available, leave a message:**

Hello, this is [your name and organization] calling. I submitted a scheduling request last week related to [your project] and was calling to follow up to see if Representative/Senator [last name] is available. If you could give me a call back at [phone number] soon, I'd greatly appreciate it.

3. **Once you are able to speak with the scheduler:**

Hello, this is [your name and organization] calling. I submitted a scheduling request last week [for an event on [date]] and am calling to follow up. I was wondering if you had any information on whether Representative/Senator [last name] would be able to attend.

- a. If the scheduler says they haven't made a decision on the scheduling request yet:

I understand that you are probably trying to balance a lot of requests, but we certainly hope this will be one that Representative/Senator [last name] will be able to accommodate. The event will also include people such as [name of prominent individuals, such as the mayor, local business or nonprofit leader]. When would be a good time for me to call back to get an answer on this scheduling request?

- b. If the scheduler says the Member of Congress won't be able to meet/attend the event:

We're very sorry to hear that Representative/Senator [last name] isn't available.

- Is there an alternate time or date that we might be able to make work?
- *OR, if you can't reschedule your event:* Is there someone on the Representative/Senator's staff that might be able to fill in?

- c. If the scheduler says yes to the meeting request/event:

That is wonderful news. We so appreciate Representative/Senator [last name]'s willingness to attend. And, thank you so much for your help in arranging this.

- I'd like to confirm the key details (date and time, length of event, legislator's role)
- How far in advance of the event/meeting should we check in again with you just to make sure we're still on the schedule? And, is it you we should be working with on any final logistical details?
- I'd also like to make sure you have all my contact information, including my cell phone, in case anything comes up at the last minute. [provide your cell phone]
- We are considering inviting the media to our event. Is there a press secretary on your staff that we should be coordinating with?