



INVITING AN ELECTED OFFICIAL TO A CHAPTER MEETING

Sample Invitation

This is a sample letter to invite an elected official to a chapter meeting. Fill in any bracketed areas with information specific to your chapter. It is helpful to keep the letter to one page, and if possible, include a letterhead and signature of a chapter executive. Invitations should be faxed or emailed directly to the scheduler for the Member of Congress, each Member generally has a preferred method for submitting requests and invitations, so it is important to call or visit their website to ensure the preferred process is followed. **This script can be modified for inviting a state or local elected official.**

[Date]

The Honorable [Member's First and Last Name]

[U.S. House of Representatives OR U.S. Senate]

ATTN: [Scheduler Name]

[Mailing address]

[Fax Number or Email address (depending on how invitation is being sent)]

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

I write you on behalf of the [Chapter Name] Chapter of the Golf Course Superintendents Association of America. We would like to invite you to a chapter meeting, where our [number of members] members gather and discuss the state of the industry as well as several chapter initiatives.

We would appreciate the opportunity to provide insight into our profession and how superintendents are protecting the environment.

We hold meetings on [proposed date and time] at [location]. Chapter meetings typically last [length of time] and we would be honored if you would agree to [speak/observe/participate]. At this chapter meeting, you will have the unique opportunity of interacting with some of our [state/district]'s essential golf personnel, including Certified Golf Course Superintendents from [list prominent facilities and organization]. 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 appreciate your consideration of this invitation and hope you are able to attend. I can be reached at [phone number *and* email address] to follow up.

Sincerely,

[Your Name]

[Chapter Name]



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Sample Script for Following Up with Scheduler

Approximately a week after you have submitted your scheduling request, you should call the scheduler to follow up if you have not heard anything back yet. Following up shows that attendance of the elected official is a priority for your chapter and provides an opportunity to provide more information about your chapter or GCSAA. It is also important to remember that the scheduler is likely fielding hundreds of invitations and requests, so persistence will help your chapter stand out.

1. **Call the Congressional office** – Members of Congress have two offices, one in Washington, DC and one in their home state or district. The phone number for both offices can be found on the Member’s Congressional webpage.

Hello, this is [your name] with the [your chapter] Chapter of the Golf Course Superintendents Association of America. I’d like to speak with [scheduler name] to follow up on a scheduling request, please.

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

Hello, this is [your name] with the [your chapter] Chapter of the Golf Course Superintendents Association of America. I [emailed/faxed] a scheduling request last week related to our upcoming chapter meeting and am calling to follow up to see if [Representative OR Senator] [Member’s Last Name] is available. We’d love for the [Representative OR Senator] to attend, so if you could give me a call back at [phone number] or email me at [email address] that would be greatly appreciated.

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

Hello, this is [your name] with the [your chapter] Chapter of the Golf Course Superintendents Association of America. I [emailed/faxed] a scheduling request last week related to our upcoming chapter meeting and we want to find out if you had information on whether [Representative OR Senator] [Member’s Last Name] is able to attend.

- a. If the scheduler says they have not decided on the request yet:

I understand you are likely balancing a lot of requests; we certainly hope this will be one that [Representative OR Senator] [Member’s Last Name] will be able to accommodate. We believe our chapter meeting will be a great opportunity for insight into our profession and some of the work we’re doing to protect the environment in the district. When would be a good time for me to call back for an answer?

- b. If the scheduler says the Member of Congress won’t be able to attend:

We're very sorry to hear that [Representative OR Senator] [Member's Last Name] is not available.

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

c. If the scheduler says yes to the meeting request:

That is fantastic, we really appreciate [Representative OR Senator] [Member's Last Name]'s willingness to attend. And, thank you for helping to arrange this.

- I'd like to confirm the key details of the event (date and time, length of event, legislator's role)
- How far in advance of the event/meeting should we connect again to confirm that we are still on the schedule? And, is it you we should be working with on final logistical details, or is there another point of contact?
- I'd also like to make sure you have all my contact information. [Provide contact information]
- We are considering inviting the media to our event. Is there a press secretary on your staff that we should be coordinating with?



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Sample Visit Schedule

SAMPLE VISIT SCHEDULE

Schedule for Representative/Senator [Full Name]
[Chapter Name] Chapter Meeting
[Address]
[Date]

10:00am	Rep. [Last Name] and staff arrive at [Location].
10:01-10:05am	Rep. [Last Name] greeted outside facility by [Name], snap a couple of greeting/arrival photos.
10:05-10:25am	Proceed to [Location]; tour of course and overview of superintendent responsibilities/BMPs.
10:25-10:30am	Call chapter meeting to order, roll call, announcements.
10:30-11:00am	Chapter meeting proceedings [if there is a set agenda, include as much detail as possible here!]
11:50-11:52am	Chapter Executive [Name] introduces Sen./Rep. [Last Name] and thanks them for their time.
11:52-11:57am	Rep. [Last Name] offer remarks and reflects on the tour.
11:57-12:00pm	Proceed to front of the building; present gift and take last minute photos; Sen./Rep. [Last Name] departs.