

EVENT PARTICIPATION REQUEST

Member of Congress, Candidate, or Government Officials

Due to the challenging nature of scheduling government officials and public figures, their staff require specific information to help expedite the meeting request and provide government staff with what they need to process the request.

Typically, a formal scheduling request should be sent no less than 30 days out from the event. If this is a local event, please know that members of Congress are typically in Washington, D.C. from Monday night and return to the State on Friday early afternoon and likely cannot attend a local function Tues, Wed., or Thurs.

Please understand that meetings with constituents attending are given top priority. Not having a solid showing of voters from that Congressional District or State will significantly reduce the likelihood of the request being approved by their office.

Restrictions: Please note that due to federal law, members of Congress cannot receive anything of value of \$10.00 or more, this includes meals, drinks, tickets, admissions charges, data storage drives, etc. Federal government officials also have certain restrictions on items of value, usually around \$50 limit. In addition, private, for-profit entities cannot provide any items or services of value, while educational foundations and certain non-profits may pay certain expenses.

PARTICIPATION REQUEST INFORMATION

- Title of Event
- Request Submission Date
- Date and Time of Event
- Alternate Date of Event (please list no more than 3)
- Location of Event/Meeting Request
- Point of Contact info
- How long do you need the Invitee to attend?
- What type of event (plant tour, dinner, trade show, conference, etc.)?
- Is this a speaking request (if yes, please provide details of your speaking request, including length of speech and suggested topics).
- Name of host organization or company.
- What organizations are participating?
- How many people do you expect to attend?
- How many constituents do you expect to attend?

- Are there any VIPs attending that the Invitee may already know or have a strong relationship with (if yes, you should list them).
- What type of audience (manufacturers, students, conference with spouses).
- Will media be present (if so, is this on- or off-the record).
- Will this be a fundraiser for a group or cause?
- Names, titles, and organizations of meeting participants.
- Approximately how many people are attending the event/ meeting?

SAMPLE SCHEDULING REQUEST LETTER

Date XX

The Honorable Joe Smith
United States House of Representatives
[Room Number] [Building] House Office Building Washington, D.C. 20515

Dear Representative Smith:

On behalf of my company, ABC Manufacturing in Springfield, USA and our 35 employees in your area, we invite you to tour our facility on XX [insert specific date and time] at 123 Main Street in Springfield. We would like to have you tour the manufacturing plant and meet some of our employees. I think this would be a great opportunity for you to see manufacturing in America first-hand and witness the great things our employees are doing.

I understand you have a busy schedule and we can be flexible and work with your staff to accommodate your travel when back in the State. Thank you in advance for your consideration for this request and we look forward to hearing from you.

Please let me know if you need more information.

Sincerely,

John Smith