[Date]

The Honorable [First/last name]

[Office, e.g., U.S. House of Representatives]

ATTN: [Scheduler, if any. Call the elected official’s office first to find the name and contact information of the scheduler and the correct process for submitting the invitation]

[Address]

Dear Representative/Senator/Governor/Mayor/Councilmember \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

Thank you for your [vote or other initiative related to fighting rising inequality and declining mobility and restoring the American Dream]. We greatly appreciate your efforts to address the [specific challenges] confronting working families in [city and nationally, if applicable]. At \_\_\_\_\_ [name of organization], we are committed to\_\_\_\_\_\_\_\_[mission of organization].

Restoring the American Dream is a critical challenge, and we would be honored if you would participate in a panel discussion following the screening of DREAM ON, a new award-winning documentary film about the current state of the American Dream. The screening will be held at [location] tentatively scheduled on [date, start and end times]. The event is hosted by [host organizations] and will feature prominent community leaders [include names/titles/organizations, if known]. We expect an audience of [expected attendance, diversity of constituents].

DREAM ON features political comedian John Fugelsang as he hits the road in search of the vanishing American Dream after decades of rising income inequality and declining economic mobility. By retracing the nearly two-hundred-year-old journey of Alexis de Tocqueville and speaking with working people about their hopes, dreams, and daily struggles, the film explores whether the optimistic spirit of the American Dream that Tocqueville observed in 1831 is alive and well in twenty-first-century America.

Since we would like to feature your appearance in our outreach and publicity efforts, please let us know if you can join us on [date/time] or if there are alternate dates that better accommodate your schedule.

As you know, we are [more detailed description of organization’s current initiatives in this area]. This event will serve as an opportunity to speak with concerned constituents [and the media, if known] to share ideas and galvanize support for efforts to revitalize the American Dream in our community.

Please do not hesitate to let us know if we can answer any questions or provide additional information. We hope you will join us for this timely film and important discussion. Thank you for your consideration.

Sincerely,

[NAME]

[CONTACT INFORMATION]

**Follow up**

If the scheduler confirms the elected official’s attendance, thank them, confirm the event details, provide the name, title, organization, and cell phone number of the person who will greet them at the event, and ask if the official has a press secretary with whom to coordinate publicity efforts. Confirm the event again with the scheduler closer to the event date.

If you do not get a response, try again and briefly emphasize the prominence of community leaders who will attend, media outlets or star reporters who are interested in covering the subject, or a specific local story about the impact of the vanishing American Dream on constituents to put a human face on the issue. Use any updated information as an opportunity to contact the official again, as in, “We are pleased to inform you that Mayor \_\_\_\_ will join us for the post-screening discussion.”

If the invitation is not accepted, ask if another date or time would be more suitable or if a member of the staff can attend.

If the invitation is still not accepted, thank the official and scheduler for their consideration.

**At the Event**

Make sure the individual you appointed to meet the elected official is present and ready to greet him/her upon arrival. The official should be made aware of any press that is at the event; likewise, any press in attendance should be notified of the presence of any elected officials. Confirm with the official when and for how long they should speak.

**After the Event**

Send a thank-you note to the elected official, along with any photos, news coverage, or statements from attendees that may be of interest. Indicate that you will continue to follow their efforts in the issue area and that you look forward to continuing to work together.