

## HOW TO REQUEST A MEETING

1. Contact your local candidate and request a meeting.

***If you have a pre-existing or personal relationship with the candidates, we recommend you call them directly if you have their contact info.***

2. Script for calling to request a meeting:

“Hi, my name is **XX** and I am a hotel **INSERT ROLE** at **HOTEL NAME** in **Constituency name/COMMUNITY**. I would like to arrange to speak with **Candidate Name** as soon as possible to give **him/her** an update on the critical issues facing our community, my employees and my hotel in light of the pandemic. Is she/he available right now? If not, can we schedule a short phone call at their earliest availability?”

*Voicemail script:*

“Hi, my name is **XX** and I am a **INSERT ROLE** at **HOTEL NAME** in **COMMUNITY**. I would like to arrange to speak with **Candidate Name** as soon as possible to give **him/her** an update on the critical issues facing our community, my employees and my hotel in light of the pandemic. If you could please give me a call back with the candidate’s earliest availability for a brief phone call, that would be great. I can be reached at: **XXX-XXX-XXXX**.”

3. If you leave a voicemail, also send the following email:

Subject Line: Meeting Request from Local Constituent

Good **morning/afternoon** **Candidate Name**,

My name is **XX** and I am a **INSERT ROLE** at **HOTEL NAME** in **(Constituency Name/Municipality)**. I just left a voicemail, but I would like to arrange to speak with you as soon as possible to give you an update on the critical issues facing our community, my employees and my hotel in light of the pandemic. If you could please reply here or give me a call back with your earliest availability for a brief phone call, that would be great. I can be reached at: **XXX-XXX-XXXX**.

Thank you,  
**Your Name**

4. Have the meeting AS SOON AS POSSIBLE – it doesn’t have to be long. A 15–30 minute phone call is all it takes.