

## **What should a good invite include?**

- **Clear time of availability.** When are you free? Be clear and intentional when you are available for a meeting. This helps the scheduler or person you intend to meet with determine if they are available.
- **The goals.** Why are you asking to meet with them? Outlining your goals in advance help the official prepare for the meeting, and helps to provide direction around others who should join or who should cover in case of a conflict
- **Virtual or in-person.** Is there any flexibility in this? COVID-19 is still impacting the way meetings are scheduled. Make sure you share early on if you want to meet in person or virtually and be prepared for a potential counter proposal of the opposite in their response. Can your schedule handle this change?

As you alter the email scripts below, consider the three suggestions above.

## **Initial Email Script Template**

### Subject:

Meeting Request – 2022 National Ag Day – (Official's Name)

### Email:

To the Office of (Official),

Each year members from AFA, 4-H, FFA and MANRRS attend National Ag Day in Washington D.C. To expand the reaches of the programming, students are participating both virtually and in person. As a member of (ORGANIZATION) from (STATE), I'd like to schedule a meeting on behalf of my fellow participants with (OFFICIAL) on Tuesday, March 22, 2022. (I/we) hope to have an in-person meeting, but am more than willing to meet virtually.

National Ag Day is a time when producers, agricultural associations, corporations, universities, government agencies and countless others across America gather to recognize and celebrate the abundance provided by American agriculture.

The visiting window we have carved out for the legislative visits is from 11 AM to 5 PM Eastern Standard time. We would be honored to meet with (OFFICIAL) or a member of their staff who handles agricultural related policy matters during that time.

As National Ag Day participants, we are so thankful for the time key decision makers in agriculture policy spend with our members. We look forward to hearing from you.

Thank you for your time,

## **Confirmation Email**

Hello (Scheduler's Name),

Ag Day participants from (STATE) and (OFFICIAL) are confirmed to meet at (TIME) on Tuesday, March 22 EST (in person in room (OR) via the below virtual information). Should anything change, please reach out to me.

\*Attach virtual meeting link with passwords or conference call numbers\*

Thank you,