

Tips on Inviting Elected Officials and other VIPs

Your Town Hall Meeting is an excellent way to involve elected officials and other leaders in the issue of reducing underage drinking.

Consider inviting:

- Mayor and city council members
- County commissioners
- State Legislators and members of Congress
- School board members and the school superintendent
- Police chief
- Business leaders
- Editor and/or publisher of your newspaper

Involve them directly, for example:

- Ask the Mayor to open the meeting
- Use them as greeters
- Invite dignitaries to stand up and be recognized
- Engage the school VIPs in presenting the Youth Alcohol Profile

Steps to follow:

1. Send an invitation, addressed to the individual.
 - ✓ Tell them that you would like to introduce them at the event
 - ✓ Provide the day, time, location
 - ✓ Include a copy of the Youth Alcohol Profile for your county or school district
 - ✓ Provide a list of sponsors or others to show community involvement
2. Call a few days later
 - ✓ Ask if they received the invitation
 - ✓ Indicate how much you would like them to participate
 - ✓ Ask if they will be able to attend because you would like to let the press know ahead of time that they will be participating because of their commitment to young people of your community
3. If they attend, send a personal note of thanks. If not, consider sending a note telling about the turn-out, the enthusiasm, how they can contribute to the plan, etc.

