Hotel Association of Canada
Association des hôtels du Canada

REQUEST
A MEETING

HOW TO REQUEST A MEETING

Find your local Member of Parliament by visiting the <u>Parliament of Canada website</u> and typing in your postal code. Remember to include your postal code(s) for both home and business, if different.

If you have a pre-existing or personal relationship with your Member of Parliament, we recommend you call them directly if you have their contact info.

1. Script for calling your Member of Parliament 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 MP Name as soon as possible to give him/her an update on the critical issues facing our community, my employees and my hotel. 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 MP Name as soon as possible to give him/her an update on the critical issues facing our community, my employees and my hotel. If you could please give me a call back with the MP's earliest availability for a brief phone call, that would be great. I can be reached at: XXX-XXX-XXXX."

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

   Subject Line: Meeting Request from Local Constituent

   Good morning/afternoon MP 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. 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