**Script to request date for Membership Committee to host Meet & Greet at a local:**

“Hello, my name is **\_\_\_\_\_.** I work for **<agency>** as a **<position>** and I am on MAPE Statewide Membership Committee. We would like to come assist your local leaders in membership recruitment by hosting a Meet & Greet and setting up 1:1 appointments. I’m wondering if **[date and time]** would be a good time for the on MAPE Statewide Membership Committee to come to your local. We will be providing donuts and coffee for this event. We ask local leaders to be involved with our assistance. Can you please reserve a room for us to use? [if yes, please let me what room you were able to reserve] MAPE Statewide Membership Committee will help advertise the event by sending flyers for you to distribute to the MAPE employees, as well as sending out a flyer via email. We look forward working with your local leadership team to increase membership within in local. Thank you.

**Phone script asking to set an appointment for a 1:1 conversation:**

“Hello, my name is **\_\_\_\_\_.** I work for **<agency>** as a **<position>** and I am on MAPE Statewide Membership Committee. We know we can’t represent our members unless we make a point of reaching out to everyone.  We will be at your worksite on [**date and time recommend coffee break time 8:30-10:30**]**. We will host a coffee break from [time 8:30-10:30] hope you can join us – we’ll** send **details in a few days.** We also want to set up one-on-one appointments with folks to talk in greater detail and get to know you a bit. We are scheduling one-to-ones from 9 am -1 pm. What time would be best to meet with you?”

**Email follow-up script:**

***Important***:  If you don’t get to talk to the MAPE employee live, leave a message, but *also* send an email using this format

*Hi (insert name)*

*I just left you a voice mail message a few minutes ago.  As I mentioned on the phone I am a fellow MAPE member that works at (insert agency) as a (position).  I am also on your* MAPE Statewide Membership Committee*.   We will be at your worksite on* ***[date]***  *and want to make sure you can join us for the* ***[coffee break]****.  I also mentioned we are meeting with employees for one on one appointment.  Are you available at* ***[time]****?*

*Please respond by either replying to this email or giving me a call back at* ***[insert number].***

*Thanks*