The below template can be used to guide your phone conversation with office schedulers when you are looking to set up a meeting. Calls to the office are usually best as a follow up tactic after you have already submitted the meeting request by email.

YOU: Hello, my name is [YOUR NAME], from [ORG NAME] in [CITY/TOWN].

I wanted to follow up on my request to meet with [OFFICIAL TITLE] [NAME] regarding child care and its importance in our community. Is [OFFICIAL TITLE] [NAME] available for a virtual meeting with me on [DATE]/schedule a conference call with me on [DATE]?

**If the Official is Available on your Requested Dates**

OFFCIE: The [OFFICIAL TITLE] would be happy to meet with you on [DATE] at [TIME], can you provide the names of the people from your organization who will be joining the meeting?

YOU: Thank you, is there an email it would be best for me to send the list of names to, and who is the best person to email some materials to before the meeting?

**If the Official Is Not Available on your Requested Dates**

OFFICE: I’m sorry — the [OFFICIAL TITLE] isn’t available on those dates.

YOU: Could you let me know some dates that he/she or a member of your staff might be available to meet with me?