From:	Matthews, Sharron
To:	Weems, Malcolm; Weems, Malcolm
Cc:	Enyia, Chimaobi; micheal.holmes@illinois.gov
Subject:	Suggested Language for Telephone Invite for Tuesday"s Meeting
Date:	Friday, September 17, 2010 8:41:10 AM

Good morning Malcolm. As per requested for your review. Please email to Chima when done so he can begin the calls.

Note:There will no doubt be a need to respond to follow up calls. So whomever places these calls will need to leave a name and number.

Hello. My name is _____ and I am calling from Governor Patrick Quinn's office to invite (title and name of minister) to a special meeting for ministers about resources/funds available for a new grant program called the Neighborhood Recovery Plan. May I speak to (title and name of minister).

(If referred to the minister or another staff person, begin conversation by repeating the above text and follow with text below .)

This is an invitation only meeting for ministers and because of (title and name of minister) concern and important leadership in activities to help communities, the Governor's Office wanted him/her to attend.

The meeting is on this Tuesday , September 21st at 4::00 p.m in conference room 2-025 on the second floor at the James Thompson Center located 100 west Randolph in Chicago, Illinois Again This is an Invitation only meeting. We hope to see the minister there on Tuesday.

(Leave your name and telephone number in case for any follow up calls).