## [On School Letterhead]

## [date]

|  |  |
| --- | --- |
| [insert MP / Senator name] PO Box 6022  Parliament House  CANBERRA ACT 2600  via email: [insert MP / Senator email] |  |

**Christian Schools National Policy Forum Cocktail Reception**

Dear [salutation]

For more than three decades the Christian Schools National Policy Forum has brought together principals, board members, senior executives and other leaders in Christian schooling nationally, in Canberra. The Forum aims to bring these school leaders together with Members of Parliament and Senators, Government policy makers and senior public sector representatives for dialogue and mutual exchange.

I am writing to invite you to be our guest at the Christian Schools National Policy Forum Cocktail Reception on **Tuesday, 28 May 2024.** The venue is the **Mural Hall, Parliament House** from **6:00pm until 8:30pm**. This is a sitting night, and we appreciate that you may only be able to attend for part of the evening.

We anticipate more than 250 delegates and guests representing executives from schools in membership of all the major Christian school groups.

This event will be an opportunity for you to share a drink and light refreshments with us and meet some of the leaders of our school along with those from other Christian schools and their respective communities. Please RSVP to [name] at the school on [email and phone] by [date] to ensure that we can look out for you on the evening, or simply drop in on the event if time permits.

Thank you for your consideration of this request.

Yours sincerely

[name]

Principal

**Notes [delete from letter sent]:**

* MP and Senator contact details are available from the Parliament House website: <https://www.aph.gov.au/Senators_and_Members>
* If staff raise the issue of seeking permission from the Party Whip or a ‘pair’ to allow their MP or Senator at attend point out that the event is in the Mural Hall at Parliament House and Members and Senators can return to the chambers in the event of a division. **We understand that no permission or ‘pair’ is required in these circumstances**.
* Please **expect to** **follow up** with the MP or Senator’s offices to get a response.
* If you have not received a response within two weeks – contact the office by phone to ensure that they have received the invitation and that it is being considered.
* If you have not received a final response by 14 May, call the office again and seek to lock in a response.
* If a MP or Senator indicates they cannot attend but ‘might pop in’ that will not be a problem given the nature of the event as a cocktail function.
* If you have invited a MP or Senator, **please let us know who might be coming**, even if only on a ‘might pop in’ basis.
* On the evening of the event, please **ensure that you keep a lookout for the MP or Senator you invited** and be a gracious and kind host.