



March 2006

## Welcome Letter



Congressman Don Manzullo

Enclosures:

- Welcome letter sent to new constituents
- Best Practices document providing additional information

Staff Contact:

- Rich Carter with Congressman Manzullo, 225-5676
- Alisha Perkins with Congressman Doolittle, 225-2511
- Katie Strand with Chairman Pryce, 226-9000

Dear XXXXX;

Whether you are new to our area or just moving within the district, as your Congressman, I would like to welcome you to your new home. I am glad that you have chosen to be a part of the 16<sup>th</sup> Congressional District. I am here to serve and represent you.

I want to take this opportunity to make you aware of the variety of services our office can provide for you:

- Help with problems with federal agencies, including Social Security & Veterans affairs
- Obtaining passports, visas, and other documents
- Nominations to U. S. military academies
- Information about Congressional internship & page programs
- Tour information if you are planning a trip to Washington, D.C.
- Obtaining a flag flown over the U.S. Capitol
- Legislative issues before Congress, including tax, education, and small business issues.

For a more detailed review of our services, including important phone numbers, as well as a constantly updated summary of my legislative activities in Congress, I encourage you to visit my website at [www.house.gov/manzullo](http://www.house.gov/manzullo). Here, you can follow the easy steps to contact me through e-mail. I look forward to hearing from you and responding to your questions, concerns, or suggestions with a letter via U.S. mail.

Illinois law provides that whenever you move you must re-register to vote. You can do this at any Secretary of State's driver's license facility or at the McHenry County Courthouse.

You can always contact me through a written letter or by calling one of my district offices, either at 815-394-1231, or Crystal Lake at 815-356-9800. Again, welcome to your new home. I look forward to representing you!

# WELCOME LETTER

MEMBER: REP. DON MANZULLO (R-IL)

STAFF CONTACT: RICH CARTER

Welcome letters to new constituents. Every new constituent that moves into Illinois' 16 Congressional District receives a letter from Congressman Manzullo welcoming them to their new home. The letter includes a list of services detailing how the Congressman can help them. It also includes a link to the Congressman's web page. These welcome letters are handled solely by district staff. District staff scans the Business sections of the newspapers for real estate transactions, enter the names and addresses, and send them welcome letters. We have received many compliments from the new residents on the welcome letters.

Contact us for copies of the Welcome Letter.

## PREPARATION

Who is involved?

(District staff, DC staff, etc.)

District staff and DC staff

Are any outside groups involved?

(Schools, Local Business, Law Enforcement, etc.)

Sometimes

Timeframe for preparation:

(How long does it take to plan this event?)

A few hours to a week, depending on whether lists are available.

Press Component

What press did you invite:

These are letters to constituents. Press is not applicable.

What went into your press plan for the event?

(Media Advisory, Calls to the local media to invite them, op-ed leading up to the event, advertising the event if it was open to the public...)

Other Important Information:

How often do you hold this event?

Every week.