**Calling Elected Officials Script**

Hello, my name is [your name],

We are responding to a spill/conducting a drill for [name of incident or drill] today in [city], [state].

We are calling to invite you to attend a VIP Tour today at [time] at the [place].

The tour will begin at [time] with lunch.

It will be followed with a brief introduction, overview of the incident command system and drill program.

A brief tour will give you an opportunity to see the drill in action and ask questions.

There will also be an elected officials briefing at [time] from unified command.

Please RSVP by calling [phone number].

We are located at: [location].

Thank you.