



**Michigan Festivals & Events Association presents**

*"Party @ MI Place" Royal Luncheon*

**On The Capitol Lawn, Lansing, MI**

**June 17<sup>th</sup>, 2015 11:00am – 1:00pm**

Dear MFEA Members,

Michigan Festivals and Events Association is currently in the organizational stages of an exciting event that will involve Michigan Festival, Fair and Event Kings, Queens, Princes, Princesses and their courts. This celebration will be held at the **State Capitol Building in Lansing on Wednesday, June 17<sup>th</sup>, 2015 from 11:00am – 1:00pm.**

We will have lunch, entertainment and a program on the lawn of the Capitol within a tented area. The ladies and gentleman will be asked to invite their local Representatives and Senators to join them for lunch and the "Royalty" will present their Festival, Fair, Special Event and community to the state legislators and in turn state legislators provide a civics lesson in government and democracy. This celebration will continue a statewide campaign seeking to promote the fine attributes of Michigan. Celebrating the excitement of "All Things Michigan" with the Royalty along with their Michigan State Legislators and a special video address from Michigan's First Lady, Sue Snyder.

Royalty will be asked to wear their formal attire, sashes and crowns since there will be a group photo taken on the East steps of the Capitol.

I am asking that you return the attached form as soon as possible so we can continue with our plans. We understand that you might not know exactly how many will be able to attend at this time and for now we just need to know if your organization will be participating and offering this opportunity to your local royalty. We will be asking for a more definite number for reservations as the date approaches. We will also send a sample letter that you may use to invite your Legislators/Representatives with after you confirm your attendance of the Royal Luncheon.

Sincerely,

Sue Bila, CFEE  
Executive Director





**Michigan Festivals and Events Association**

*"Party @ MI Place" Royal Luncheon*

**On The Capitol Lawn, Lansing, MI**

**June 17, 2015**

**11:00am – 1:00pm**

YES, we will attend     NO, we are unable to attend

Organization Name: \_\_\_\_\_

Event Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

Event City: \_\_\_\_\_

Event County: \_\_\_\_\_

**Royalty Attending:** Title and Number of Members (Complimentary lunch for Royalty):

King \_\_\_\_\_  Queen \_\_\_\_\_  Princess \_\_\_\_\_  Court \_\_\_\_\_

**Royalty & Guests Attending** (number): \_\_\_\_\_

**Number of lunches @ \$5 \_\_\_\_\_ Total \_\_\_\_\_**

Featuring Koegel Hot Dogs & MFEA Ice Cream Sundaes

Check enclosed OR Please charge credit card (mark one)

MasterCard    Visa    Discover

Card Number: \_\_\_\_\_ Exp Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**Please return this form whether you plan to attend or unable to attend by June 1, 2015 to:**

Michigan Festivals and Events Association

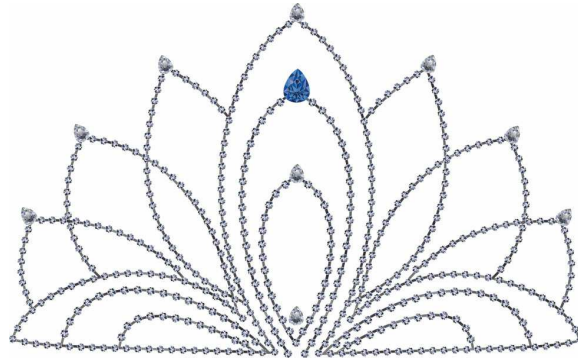
P.O. Box 22 Chesaning, MI 48616

Fax: 989-845-5074

Phone: 989-845-2080

Email: [accounting@mfea.org](mailto:accounting@mfea.org)

Thank You!



# *Michigan Festivals & Events Association*

*Invites You to Join in the Fun...*

## **“Party @ MI Place”**

### *Royal Luncheon*

*Wednesday, June 17*

*11:00 am - 1:00 pm*

*Lunch with Event Royalty and guests at 11:30 p.m.*

*Michigan State Capitol Southeast Lawn*

*Entertainment by:*

*Kris Hitchcock and Small Town Son*

*Harp's Royale*

*Confucius Institute Singers*

*Thank you to our friends and many sponsors!*

*RSVP by:*

*June 8, 2015*

*989-845-2080*

*[media@mfea.org](mailto:media@mfea.org)*



*...and more to come!*

Dear Royalty,

At the end of this letter is a list of things we would like you to do in preparation for the Royalty Day at the Capitol on June 17<sup>th</sup>. The “PARTY @ MI PLACE” Royal Luncheon is the perfect opportunity for you to share your event brochures with your legislatures. So be sure to bring some along.

The following is a letter you may copy and send to your legislatures to invite him/her to the Michigan Festivals and Events Association and Foundation “PARTY @ MI Place” Royal Luncheon. Attached are the names and addresses of your legislatures and the formal invitation you need to include in your letter. Feel free to personalize your letter. This sample letter is just a helpful tool to get you started. Handwritten correspondence is more personal and receives more attention so we recommend that you hand write your invitation and use your event’s official letterhead if possible (but it is not mandatory). Please send us a copy of the letter you are sending to your legislature so we know your legislature has received an invitation from you.

It is very important that you inform Michigan Festivals and Events Association regarding the RSVP for lunch that you receive from your legislatures. You can do that by sending an email to [media@mfea.org](mailto:media@mfea.org).

### **SAMPLE LETTER TO INVITE LEGISLATURE**

Dear (title and name of your legislature),

As an ambassador of \_\_\_\_\_ (fill in the name of your event), and a member of Michigan Festivals and Events Association, I would like to invite you to have lunch with me on Wednesday, June 17, 2015 at 11:00 am on the State Capitol East Lawn. Arrival and registration beginning at 11:00 am, Royalty Reception beginning at 11:15 am, lunch at 11:30 and the program will begin at 12:00 pm. I am very excited to share with you information about our event (can change this word to fair or festival or whatever is most appropriate) and my involvement. I will be attending “PARTY @ MI PLACE” Royal Luncheon. Please see the enclosed invitation for details.

I am proud to be a part of this special occasion and I sincerely hope that you will be able to take an hour out of your busy schedule to join me as we celebrate Michigan’s exceptional history, harvests, heritage and vast array of unique waterways. I look forward to meeting you.

I need to send in an RSVP for your lunch so please let me know if you are able to join me for lunch. My contact information is:

\_\_\_\_\_ (fill in your address, email and phone number)

\_\_\_\_\_

Sincerely,

(sign your name and include your title under it)

## **REMINDER CHECK LIST**

- Write letter to personally invite legislature (see sample letter) and be sure to include a copy of the invitation with it. Legislatures' calendars get filled up quickly so mail it as soon as possible
- Copy letter you wrote to legislature and mail/fax it to  
MFEA  
P.O. Box 22  
Chesaning, MI 48616  
Fax: 989-845-5074
- Write thank you to Legislature's response to your invitation letter letting him/her know you received their response and tell them that you will meet them at the table under the tent labeled with their district number on it.
- Inform MFEA regarding Legislature's RSVP (media@mfea.org or phone: 989-845-2080)
- Plan on arriving early enough to park and walk over to the Capitol and be ready by 11:00.
- Bring brochures to share with legislatures (may bring gift pack with buttons, t-shirts etc. that represent your event to give to your legislatures-this is just an option)
- Wear crown, sashes, formal wear
- Group photo will be taken on the Capitol steps at the end of the program (1:00).

## **SCHEDULE FOR JUNE 17**

11:00 Arrival of guests  
11:15 Reception of Royalty  
11:30 Lunch starts  
11:45 Royalty meet legislatures at their tables  
12:00 Program begins  
1:00 Group photo on the step of the Capitol

Attached with this email should be:

Copy of Invitation  
Addresses of Legislatures