

Dear [name],

On behalf of the City of Madison Council Office, we would like to extend our sincere congratulations on winning your primary election.

We want to highlight some important dates to save on your schedules in the event you win the election in your district on April 4. Should you win your district seat, the meetings outlined below will provide an essential foundation for your work as a new alder in the City of Madison.

◇ **Tuesday, April 11: Mock Council Meeting with Q &A and Debrief**

City County Building, room 201 (*in person*)

- Q & A starts at 6:00 p.m.
- Mock meeting starts at 6:30 p.m.
- Debrief after mock meeting

◇ **Thursday, April 13: City Agency Q&A/Lightning Roundtable**

Madison Municipal Building, room 215 (*in person*)

- 5:30 p.m.
- Snacks

◇ **Tuesday, April 18: Swearing in Day Schedule (8 am to approx. 8 pm)**

8:00 am: HR Orientation (*virtual*)

10:00 am: Welcome brunch

Central Library – 201 W Mifflin St, third floor (rooms 301 and 302)

12:00 pm: Common Council meeting

City County Building, room 201 (*swearing-in is in-person*)

3:00 pm: Headshots (pending confirmation)

City County Building [room tbd]

6:30 pm: Common Council meeting, *continued*

City County Building, room 201 (hybrid – *virtual and in person*)

◇ **Tuesday, April 25: Regular Common Council Meeting**

City County Building, room 201 (hybrid – *virtual and in person*)

- 6:30 p.m.

[Save-the-date email letter draft -Council office letterhead- send to everyone who wins primary]

We will be reaching out to those who have won their elections the week of April 4 with more information and resources.

Sincerely,

The Common Council Office Staff

Karen Kapusta-Pofahl, Chief of Staff

Liz Windsor, Legislative Administrative Assistant

Debbie Fields, Program Assistant 2

Lorissa Banuelos, Community Engagement Strategist