**Preparing for your call or email to the Texas Historical Commission (THC)**

Here’s a handy guide to make your calls and emails to us more effective. Help us help you!

**WHO + WHERE: Provide your name and location.**

“Hello, my name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and I’m calling from \_\_\_\_\_\_\_\_\_\_­­­\_\_\_\_ County.”

**WHAT: Identify specific topics and/or property names with locations.**

“I’d like to speak to a staff member about \_\_\_\_\_\_\_\_\_\_\_\_ located in \_\_\_\_\_\_\_\_\_\_\_ County.”

**WHY: Identify your reason for calling/emailing using 1-2 sentences.**

“In short, I’m calling/emailing because \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and I need to know \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.“

* Provide property/project location when applicable.
* Include phone number and/or email when leaving messages.
* If applicable, include your affiliation and previous contact with THC or other interested parties

**Sample phone call:** “My name is Henry Ford with the Post Oak CHC. I’m calling about the existing marker for Pleasant Hill Cemetery located near Jergenson in Post Oak County. There’s been some vandalism to the cemetery and I need to know how to repair the damage. I spoke to Carlyn Hammons with your office last week but have more information for her.

**Sample voicemail:** “My name is Winifred Whitfield. I live in Butterfield County but have been working with the Post Oak County CHC to try to repair the roof of the Smackdab High School. The CHC said that the metal marker means that I have to consult with the THC and that you all might have grants to help pay for the repair. Please have someone call me at 300-444-6666.”

**Sample email:** “My name is Chester Jones. I’d like to speak to a staff member about some digging in a historic culvert outside of Marionville in Post Oak County. I talked to the Post Oak County judge about this but he didn’t want to get involved. I’m emailing because I think they’re digging where historic events took place. I figured your staff would know if this location was important and if there were laws about this kind of work. Please reply to this email message or call me at 300-444-6666.

**NOTE: Our staff does not need to know entire background of issue when you call/email.**

Please stick to the primary info requested above to provide a brief call/email that can be directed to the appropriate person, who will then gather additional information as necessary to respond.