



Memo to the Mayor

First name

Last name

Email

Please check one of the following boxes

- I attended or hosted an *On the Table* conversation this year and I would like to write a *Memo to the Mayor*
- I did not attend or host an *On the Table* conversation but I would like to write a *Memo to the Mayor* (if so, skip to the Memo section of this form)

List the *On the Table* host's name.

First name

Last name

Email

Organization

What was the topic of the *On the Table* conversation?

Describe, in a few sentences, the topic of the *On the Table* conversation and who is impacted by the issue? Please be specific.

(For example, if you talked about education, did you talk about specific grades, early childhood, college, or K-12 schools?)

Did the *On the Table* conversation focus on a specific group?
(Youth, seniors, young children, residents of a specific neighborhood?)

What, if any, specific neighborhoods or communities were the focus of the *On the Table* conversation? List up to 3.

1.

2.

3.

Indicate who the people at your table were:

Friends

Neighbors

Colleagues

People with a shared interest

You can start your *Memo to the Mayor* using the form below. Remember, your memo is yours to create – it can be made up of words, pictures, a diagram or even a poem; if you would like to include additional files with your memo, please email them to onthetable@cct.org.



TO: Mayor-elect Lori Lightfoot

FROM: _____

(Your name or group name)

How would you like to be identified? *(For example, "60 year old, African-American Female" or "Concerned Citizens of Edgewater" or your name)*

Title: _____

(please give this memo a short title)

Your Memo: If you have one topic or issue about the *On the Table* conversation topic to share with Mayor-elect Lightfoot, what would it be?

What about the topic or issue should be a priority for the mayor?

(next page)

Mayor-elect Lightfoot's values are equity, diversity and inclusion, transparency, accountability and transformation. How does the topic or issue connect to these values?

What are suggestions for Chicago's new mayor to consider as she creates her priorities? *(What do you feel Mayor-elect Lightfoot should do regarding the topic or issue?)*

How do the ideas and suggestions presented in this memo help make the Chicago region better for all Chicagoans?

Ways to submit your Memo:

- Give your completed Memo to your host.
- Mail your Memo to: On the Table, c/o The Chicago Community Trust, 225 N. Michigan Ave., Ste 2200, Chicago, IL 60601
- Fax your Memo to 773-409-5723
- Enhance your memo by sharing photos. Email them to onthetable@cct.org.