

Congressional Office
 1223 Longworth Building
 Washington DC 20515
 Phone: (202)-225-7761
 Fax: (202)-225-4282

Congressman David G. Reichert
 Member of Congress
 Washington 8th District

District Office
 2737 78th Ave SE Suite #202
 Mercer Island, WA 98040
 Toll Free: (877)-920-9208
 Phone: (206)-275-3438
 Fax: (206)-275-3437



District Scheduling Request Form

Please print legibly

Name:		Phone #:	
Organization:		Mobile Phone #:	
Possible Dates:		Email Address:	
Total Time Requested:		Fax #:	
Where?	<i>(please provide an address if different than the district office)</i>		
What is the Purpose?			
Attendees:	<i>(please quantify and list notable attendees, space is limited in the congressman's office maximum of 8 people)</i>		
Is this a: <i>(Please Circle)</i>	MEETING	EVENT	Will press be invited? <i>(Please Circle)</i> YES NO
If yes, who?			
Will the Congressman be asked to speak? <i>(Please Circle)</i>	YES	NO	
If yes, what are the circumstances? <i>(podium, microphone, order of speakers, etc.)</i>			
Background/Briefing:	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>		
<i>(Please include any briefing papers, background information, agenda, speaking points, etc..., or indicate the day the day the materials will be provided, at least 7 days in advance of event.)</i>			
Audio/video/photos prohibited unless prior approval Please allow 7 business days to process and respond to your request. You can submit your request to: Fax: 206-275-3437 Mail: 2737 78th Ave SE, Suite 202, Mercer Island, WA 98040			