

Office of Congresswoman Betty Sutton

Meeting Request Form

Directions: Please complete this form and email to OH13Schedule@mail.house.gov or fax to 202-225-2266 ATTN: Scheduler. All scheduling requests must be made in writing and should not be mailed, as there is a mail quarantine in place that will significantly delay delivery.

**Any form that is submitted incomplete or with insufficient information will be returned.
Attach additional pages if necessary.**

You will receive a confirmation that your request has been received. Please allow 1-2 weeks following receipt for a formal response to your request. Requests will not be considered more than 1 month in advance of the meeting, however you are welcome to submit this form and we will hold it in our queue.

Requested Date(s): _____

Requested Time(s): _____

Company/Organization: _____

Attendee Names & Titles:

Purpose/Topic of Meeting (be specific):

Location of Meeting: DC Office Akron Office Lorain Office

Other Location: _____

Contact Name and Phone: _____