

D.C. Congressional Office
 1127 Longworth Building
 Washington DC 20515
 Phone: 202-225-7761
 Fax: 202-225-4282

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



www.reichert.house.gov

District Scheduling Request Form

Please print legibly

District Congressional Office
 22605 SE 56th St, Ste 130
 Issaquah, WA 98029
 Toll Free: 877-920-9208
 Phone: 425-677-7414
 Fax: 425-270-3589

Name:		Phone #:	
Organization:		Mobile #:	
Possible Dates:		Email Address:	
Total Time Requested:		Mailing Address:	
Where? <i>(Please provide address if different than 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
Will the Congressman be asked to speak? <i>(Please Circle)</i>	Yes		No
If Yes, what are the details? <i>(Podium, microphone, order of speakers, topic)</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 and the materials that will be provided, at least 7 days in advance of event.)</i>			
<p>Please allow 10 business days to process and respond to your request. You can submit your request to: Fax: 425-270-3589 Mail: 22605 SE 56th St, Ste 130, Issaquah, WA 98029</p>			