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 Washington DC 20515
 Phone: 202-225-7761
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Congressman David G. Reichert
 Member of Congress
 Washington's 8th Congressional District



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

www.reichert.house.gov

District Scheduling Request Form

Please print legibly

Name:		Phone #:	
Organization:		Mobile #:	
Possible Dates:		Email Address:	
Total Time Requested:		Fax #:	
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/>		
<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 7 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>			