D.C. Congressional Office
1730 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

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? *(Please provide address if different than district office.)*	
What is the Purpose?	
Attendees:	*(Please quantify and list notable attendees. Space is limited in the Congressman's office, maximum of 8 people.)*

Is this a: *(Please Circle)*	Meeting Event	Will Press be Invited: *(Please Circle)*	Yes No

Will the Congressman be asked to speak? *(Please Circle)*	Yes No
If Yes, what are the details? *(Podium, microphone, order of speakers, topic)*	

Background/ Briefing:

(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.)

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