

Local Legislative District Days: October 17-21, 2011

Legislative Appointment Tracking Form



Use this tracking form when you call the legislative office. It will help keep track of the details of the meetings you are scheduling and help you make sure you are asking all of the right questions of the scheduler.

BEFORE YOU CALL

Legislator name: _____

Party affiliation & district #: _____

District office address: _____

Dates that work best for my coalition/colleagues: _____

Name of scheduler: _____

Scheduler contact information: _____

Fax #: _____

Time of appointment: _____

Meeting is with (circle one): Member Staff Both member & staff

Staff name and title: _____

Staff contact information: _____

What is the maximum amount of people allowed for this meeting? _____

Do you need a list of attendees in advance of this meeting? _____

If yes, when do you need it by? _____

TO ASK THE SCHEDULER

Additional Appointment Notes

Appt made by _____ on _____

Appt confirmed by _____ on _____