

## 2019 District Days

# 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 make sure you are asking the scheduler the right questions.

### LEARN BEFORE:

Legislator name: \_\_\_\_\_  
Party affiliation & district #: \_\_\_\_\_  
District office address: \_\_\_\_\_  
Dates that work best for my coalition/colleagues: \_\_\_\_\_

### ASK YOUR SCHEDULER:

Name of scheduler: \_\_\_\_\_  
Scheduler contact information: \_\_\_\_\_  
Fax #: \_\_\_\_\_  
Appointment Time: \_\_\_\_\_  
Appointment Location: \_\_\_\_\_  
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? \_\_\_\_\_

### ADDITIONAL APPOINTMENT NOTES:

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Appt made by \_\_\_\_\_ on \_\_\_\_\_

Appt confirmed by \_\_\_\_\_ on \_\_\_\_\_