



**CONGRESSWOMAN THELMA DRAKE
2nd DISTRICT OF VIRGINIA
1208 LONGWORTH HOUSE OFFICE
WASHINGTON, DC 20515**

**SCHEDULING REQUEST FORM
PLEASE FAX THIS REQUEST TO 202-225-4218.**

Date Submitted: _____
Date Approved: _____ (FOR OFFICE USE ONLY)
Organization Represented: _____

Contact Name: _____
Office Contact Number: _____
Mobile Contact No.: _____
Contact E-mail: _____
Address: _____

Location of Meeting/Event: DCO _____ VBO _____ ESO _____
Dress for Event: Business Casual _____ Casual _____ Black Tie _____
Number of People Expected: _____
Names of People in Attendance: _____

Date/Time for Meeting/Event: _____

Issues to be discussed: _____

Other Relevant Information: _____
