

# Congresswoman Barbara Lee District Office Meeting Request Form

**Thank you for requesting a meeting with Congresswoman Barbara Lee. In order to expedite the processing of your request, we ask that you complete this short form and return it via fax to 510-763-6538, Attn: Scheduler. Please include the name of your group and the date of the request in the email subject line. Thank you for your assistance!**

**Date of Requested Meeting:**

**Suggested Times for Meeting:**

**Name/Number of Attendee(s):**

**Will there be constituents attending the meeting? (Y / N )**

**Topics to be discussed during meeting:** Please provide specific information, background on the issue, and bill numbers that attendee(s) will be discussing.

**Contact for day of meeting (please list cell phone #):**

Name:

Phone:

E-Mail:

\* Please note, we may ask you to arrive 15 minutes early for your meeting.