

## **TIMELINE FOR LOBBY DAY**

★ *Please check out of the hotel early so that buses will leave on time.*

★ *Do you have a bus reservation? If NOT, please go to the registration desk.*

★ *If you are driving, do you know how to get where you are going? The Texas Impact Desk has a page of directions to the Capitol Visitors Parking (\$2/hr after the first 2 hours)*

- 7:00 A.M.                    Load onto Bus with your schedules, binders, and if you are the “Resource Person” on a visit, be sure to have the blue resource folder for that member’s office.
- 7:30 A.M.                    Buses DEPART.
- 8:15-8:45 A.M.            WELCOME in Legislative Conference Center.  
Room E.1.014 (1st floor of the extension)
- 8:45 A.M.                    Convene in the Legislative Conference Center, pick up extra Legislative Visit Evaluation Forms (if you need them) and extra thank you notes.
- 9:00-11:30 A.M.            Visit between 2-4 offices (10-15 minutes each)  
Decide if the Resource Person will be responsible for all the following , or if others want to take a piece of it.

### Resource Person’s Responsibilities:

1. Fill out a **UMW Business & Contact Card** to leave with the legislator along with their resource folder.
2. Fill out the **Legislative Visit Evaluation Forms** and drop with Texas Impact staff (1 per office visit is fine)
3. Write a **Thank You card** after the visit. You can drop off written Thank You notes with Texas Impact staff with legislator’s name *clearly* written on the envelope.

★ **Texas Impact Staff will be available in E1.014.**

★ See back for departing bus and Capitol Tour Information.

### **Returning Directly After Legislative Event:**

11:30-Noon                    Load onto bus back to hotel. If you are having trouble getting back to the bus by noon. Call Terry Schoenert at 512-6011-2800 if you need help.

12:30 P.M.                    Arrive back at hotel.

### **Staying for Tour:**

Each tour lasts around one hour.

★ Please RSVP ahead of time.

12:30 P.M.                    Tour 1: Meet in Capitol Rotunda at 12:25 P.M.

12:45 P.M.                    Tour 2: Meet in Capitol Rotunda at 12:40 P.M.

1:30-2:00 P.M.                Load onto Bus back to hotel. Call Terry Schoenert at 512-6011-2800 if you are having trouble getting back to the bus on time.