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 the Capitol Extension Room E.2.030 (2nd floor of the extension)

8:45 A.M. Convene in Room E2.030, 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 (15-30 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 E2.030.
★ 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 512-601-2800 if you need help.

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

1:30 P.M.  Second bus will arrive to take individuals to the 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 512-601-2800 if you are having trouble getting back to the bus on time.