

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)*

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| 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:

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| 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.

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| 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. |