



# RONNY JACKSON

CONGRESSMAN for TEXAS 13

## MEETING REQUEST FORM

*We will make our best effort to accommodate the requested date and time, however due to scheduling restraints that may not always be possible. The completion of this form is a scheduling request; meeting is not scheduled until you receive confirmation from the scheduler.*

**CONTACT INFORMATION:**

Full Name (Please Print): \_\_\_\_\_

Organization (If Applicable): \_\_\_\_\_

Phone Number: \_\_\_\_\_ Type:    Work            Cell            Home

Day of Phone (If Different): \_\_\_\_\_ Type:    Work            Cell            Home

Email: \_\_\_\_\_

Assistant Name (If Applicable): \_\_\_\_\_

Assistant Phone: \_\_\_\_\_ Assistant Email: \_\_\_\_\_

**MEETING INFORMATION:**

Requested Meeting Date & Time: \_\_\_\_\_

Have you met with Congressman Jackson previously:    Yes            No            If yes, regarding:

Purpose of meeting / Topics to be discussed: \_\_\_\_\_

Background / Information on organization (If Applicable): \_\_\_\_\_

Will you be bringing additional materials?    Yes            No            If yes, please attach documents

**MEETING ATTENDEES:**

Name (and title if applicable): \_\_\_\_\_ TX-13 Constituent? Yes No

Address: \_\_\_\_\_ City, State Zip: \_\_\_\_\_

Email \_\_\_\_\_ Receive Updates? Yes No Phone: \_\_\_\_\_

Name (and title if applicable): \_\_\_\_\_ TX-13 Constituent? Yes No

Address: \_\_\_\_\_ City, State Zip: \_\_\_\_\_

Email \_\_\_\_\_ Receive Updates? Yes No Phone: \_\_\_\_\_

Name (and title if applicable): \_\_\_\_\_ TX-13 Constituent? Yes No

Address: \_\_\_\_\_ City, State Zip: \_\_\_\_\_

Email \_\_\_\_\_ Receive Updates? Yes No Phone: \_\_\_\_\_

Name (and title if applicable): \_\_\_\_\_ TX-13 Constituent? Yes No

Address: \_\_\_\_\_ City, State Zip: \_\_\_\_\_

Email \_\_\_\_\_ Receive Updates? Yes No Phone: \_\_\_\_\_

Name (and title if applicable): \_\_\_\_\_ TX-13 Constituent? Yes No

Address: \_\_\_\_\_ City, State Zip: \_\_\_\_\_

Email \_\_\_\_\_ Receive Updates? Yes No Phone: \_\_\_\_\_

Name (and title if applicable): \_\_\_\_\_ TX-13 Constituent? Yes No

Address: \_\_\_\_\_ City, State Zip: \_\_\_\_\_

Email \_\_\_\_\_ Receive Updates? Yes No Phone: \_\_\_\_\_

*\* Please attach any additional attendees*

Will elected officials be in attendance (and in compliance with Texas Open Meetings Rules)? Yes No

*\* Please notify the scheduler of any additional attendees prior to the meeting.*

*\* To protect constituent privacy, please remember there is no recording or photography permitted within the office without prior consent from staff.*

*\* No gifts. Thank you for your understanding and compliance with this policy.*

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You may send this completed form and all supporting documents by email.  
For Texas meetings, please email Kristi Morrow at: [Kristi.Morrow@mail.house.gov](mailto:Kristi.Morrow@mail.house.gov)  
For Washington meetings, please email Kathy Zhu at: [Kathy.Zhu@mail.house.gov](mailto:Kathy.Zhu@mail.house.gov)

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Washington Office: (202) 225-3706 · [Jackson.house.gov](http://Jackson.house.gov)