

Office of Congressman Elijah E. Cummings

Meeting Form

This form **MUST** be completed **at least 3 days prior** to the date of your meeting.

- 1. COMPLETE ALL FIELDS ELECTRONICALLY, then**
- 2. SAVE THIS DOCUMENT AS A SEPARATE FILE and**
- 3. EMAIL it to:**

Please email the completed form to:

Jean Waskow
Scheduler
Office of Congressman Elijah E. Cummings
Jean.waskow@mail.house.gov
Phone: 202-225-4741

Please provide the following information regarding the persons who will attend the meeting:

What is the date and time of the meeting? Date and Time of Meeting

Identify the name of each person who will attend the meeting and the organization that person represent Organization City and State

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|----|------------------|----------------------|-----------------------------|
| 1. | Name of Attendee | Name of Organization | Organization City and State |
| 2. | Name of Attendee | Name of Organization | Organization City and State |
| 3. | Name of Attendee | Name of Organization | Organization City and State |
| 4. | Name of Attendee | Name of Organization | Organization City and State |
| 5. | Name of Attendee | Name of Organization | Organization City and State |

Which person is the primary contact for the meeting?: Name of Primary Contact

Cell phone number of primary contact: Cell Phone Number

Office phone number of primary contact: Type Office Phone Number

Email address of primary contact: Type Email Address

Mailing Address of primary contact: Provide mailing address

City, State, Zip Code: Provide information here

Please provide the following information regarding the subject(s) to be discussed at the meeting:

1. What is the subject you will discuss at the meeting? Please describe the subject in as much detail as possible: Describe meeting subject
2. Do you wish to discuss a specific piece of legislation pending before the House? If so, please identify the name and/or number of this legislation: Identify legislation
3. Do you wish to discuss a problem you are having that involves a government agency? If so, please identify the agency: Identify agency
 - a. Have you already spoken to the government agency about this issue? If so, please describe the nature of your interaction with this agency, including the name of the individual with whom you spoke: Describe previous interaction with agency
4. Have you previously spoken to Congressman Cummings about this issue? If so, when did you speak with him: Describe previous meeting with Congressman Cummings
5. Have you previously spoken to a member of Congressman Cummings' staff about this issue? If so, please identify the staff member with whom you have spoken and describe the nature of your discussion: Describe previous meeting with staff
6. Is there any other information you wish to provide to the Congressman in advance of this meeting?: Please type here