



Congressional Connection Meeting Request Form

Make a Congressional Connection! Help ASA advocate for subcontractor rights by meeting with your members of Congress during your next visit to Washington, D.C. ASA staff will set up appointments for you with your members of Congress, prepare you for your meetings before your departure and accompany you to Capitol Hill. Just complete this form and return it to ASA via e-mail to GovernmentRelations@asa-hq.com or via fax to (703) 836-3482 **at least three weeks** before your visit to D.C.

After receiving your completed form, ASA staff will send you an e-mail with fact sheets on ASA-priority issues and the day and time of your telephone briefing appointment to review the issues and meeting protocol. At least one week before your visit, ASA will send you a second e-mail confirming your Hill meeting schedule.

Contact Information

Name: _____ Firm: _____

E-mail: _____ Phone: _____

Home Address: _____

City, State, Zip+4: _____

Visit Information

Dates and Times of Availability: _____

Members of Congress For Your Home and/or Office (if you do not know their names, please provide your home and work zip codes + 4): _____

D.C. Contact Information: _____ Other Attendees: _____

Special Needs: _____

ASA staff will brief you on priority issues before you leave for Washington, D.C. Please provide several time blocks during the week before your trip when you will be available for a telephone briefing that will last no more than 30 minutes.

The information on this form is strictly confidential and will be used by ASA only for the purposes of the Congressional Connection Program.

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