

**House Committee on Appropriations
Subcommittee on the Legislative Branch
Instructions for Members Day Hearing for Fiscal Year 2021**

The Subcommittee on the Legislative Branch will hold a hearing with Members on Wednesday, **March 4, 2020 at 1:00pm** in Room HT-2 of the Capitol. Testimony will only be accepted on programmatic issues under the jurisdiction of the Subcommittee.

If you wish to testify in person, please have your staff contact Sue Quantius at (202) 226-7252 or Sue.Quantius@mail.house.gov by close of business on Friday, February 21st.

If you are unable to attend in person, but wish to provide input, written testimony can be submitted to the Subcommittee for placement in the public hearing record.

Specific details for submitting testimony for both the hearing and the public record can be found on the Appropriations Committee website. Members who are appearing before the Committee should be aware that their testimony will be publicly posted 24 hours prior to the hearing.

Written testimony for the record will be posted shortly after March 4th.

Thank you for your interest in the Legislative Branch Appropriations Subcommittee. If you have any questions or require further information, please contact the Subcommittee at (202) 226-7252.

Testimony guidelines for both hearing and record statements

In order to ensure that the Committee will be able to publish the testimony in the public hearing record, the testimony must conform to the following guidelines:

- It must not exceed five pages, single-sided;
- It must be single-spaced on 8.5 by 11 inch letter-size paper, with one-inch margins and at least 12 point font;
- Clearly indicate in the first paragraph the agency, program, and dollar amount involved, if applicable, in the request;
- Clearly indicate your name at the top of the first page;
- Do not include color or detailed photos since the hearing volume will be photographically reproduced. However, use of charts and tables and the use of appropriate bold type and bullets are acceptable, as long as they are within the five-page maximum length.