

HOUSE APPROPRIATIONS COMMITTEE

Legislative Branch Subcommittee

INSTRUCTIONS FOR MEMBERS TESTIFYING AND SUBMITTING TESTIMONY FOR THE RECORD

This year the Legislative Branch Subcommittee has scheduled a hearing to take Member testimony on the agencies and programs under its jurisdiction on February 15, 2017 beginning at 2:00 p.m. in room HT-2 of the Capitol. The order of appearance and additional hearing details will be provided prior to the hearing.

Staff of interested Members should contact Tim Monahan at (202) 226-7252 or tim.monahan@mail.house.gov to confirm their Member's participation. All requests to testify must be received by close of business on February 10, 2017 as well as the Members prepared statement in a pdf file attachment.

Testimony for the record should be received no later than February 24, 2017 to be included in the record. Please use the following guidelines in your statement:

- Do not exceed five pages, single sided
- Single-spaced on 8.5" x 11" (letter size) paper
- At least 12 point font
- One-inch margins
- Clearly indicate the Member's name and district at the top of the first page
- Do not include color and detailed photos as 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.

Thank you for your interest in the activities of the Legislative Branch Subcommittee.