

DISTRIBUTION OF MATERIALS TO LEGISLATORS

Material delivered for lawmakers, without using standard mail, may receive assistance from the LRC Project Center. Before dissemination, however, the below process must be undertaken:

- Before materials are disseminated, they must have prior approval by the LRC Business Office. Please drop materials off at the capital annex, room 76.
- If materials are in addressed envelopes, a copy of all enclosures must be provided for approval review. Also, senders' contact information must be provided with the materials.
- If materials are not provided in a addressed envelope, the sender shall provide:
One copy for each Legislator (all 138), or
One copy for each House member (100), or
One copy for each Senate member (38)
- If the sender is providing materials for one, a few, or specific groups of legislators (e.g. "House Republicans"), the sender shall indicate the name of the legislator on the material. **Please do not put office numbers, or district numbers, on any materials. Also, if materials are going to ALL legislators, or ALL Senate or ALL House, please do not put individual names on the materials.** Just provide the name of the group to receive materials.
- Materials are distributed in as timely a manner as possible, usually within 24 hours of receipt during normal business hours (8:00 – 4:30).
- If materials contain notification of, or invitation to, an event (luncheon, reception, etc.), and the event has already been previously submitted to be published in the Regular General Assembly Social Events Calendar, **the materials will not be distributed, as this is duplicative information.**

