On Apr 4, 2018, at 9:54 PM, Featherall, Jeanette (Moran) <Jeanette\_Featherall@moran.senate.gov> wrote:

Dear Mr. Ellis,

Thank you for contacting Senator Jerry Moran regarding your group’s upcoming trip to Washington, DC, in the summer of 2019. I am happy to help with requesting tours of the White House and Capitol for the group.

 There is no limit on the number of people for either tour. Please just let me know a firm head count as soon as possible. The US Capitol opens up new dates five months in advance, and the White House opens new dates three months in advance. It’s not quite as imperative that we get the Capitol reserved, five months out, as they don’t fill up that early. However, the White House tours tend to fill up right after new dates open up, so if you can get that information to me no later than three months in advance, it would really help you to be assured of a tour for your group.

The White House gives tours Tuesday through Saturday, from 7:30 a.m. to about noon. If we get your request in right when the new dates open up for the time you will be visiting, you will likely end up with one of the earliest time slots, so let me know if an early time would be a problem for your group. I could wait until a little later to submit the request, but we run the risk of waiting too long and having the date(s) you want fill up. There is no way to tell for certain when the dates are nearing capacity, unfortunately.

 Please let me know ALL THE DATES on which your group could attend a tour of the White House. Based on your dates of availability, I will select up to three dates to request, which is the maximum number of dates we can submit, per request.

 Be sure to only request the White House and Capitol tours through one office, as the White House wants us to avoid submitting duplicate requests, if possible. (If you have already started working with another office, please let me know – thank you!).

 It’s still really early, so we don’t really need to touch base until the end of this year (or later, depending on what month you’re planning to visit). At that time, I can let you know more about what to expect with the White House tour request (e.g. what security information folks will need to provide, etc).

 Please let me know if you have any questions for me, at this point. I look forward to working with you on this! -- unless you have already started the process with another office and want to just keep working with them, which is fine.

Sincerely,

Jeanette Featherall

Office of Senator Jerry Moran