



**STATE OF VERMONT**  
JOINT FISCAL OFFICE

**Witness Information**  
**Senate Appropriations**

**Handouts and Explanatory Documents**

Agencies and Departments should refer to the instruction letter located on the Joint Fiscal Office website for budget presentations and required documentation. Click [here](#) for this document.

All other witnesses should follow the instructions below.

All handouts or explanatory documents must be e-mailed preferably in PDF format to the Senate Appropriations Committee staff associate, Rebecca Buck ([rbuck@leg.state.vt.us](mailto:rbuck@leg.state.vt.us)) at least 24 hours before your scheduled time.

If you are unable to provide an electronic version of your documents, please provide at least one paper copy to Becky 24 hours beforehand to allow for scanning.

Please make sure to put a title, date, and your name on the top of each document submitted for testimony. If you have questions or concerns, please call Becky at (802) 828-5969.

**ATTENTION- With very few exceptions, any documents you hand out to a committee or send to staff are open to the public. Public documents are not subject to copyright restrictions and will be posted to the committee's webpage.**

To access the Committee's information page, click [here](#). It is recommended that you refresh your browser and check the committee's agenda often since it is updated continually.

**Equipment**

If you require any special equipment or resources for your testimony, please notify Becky as soon as possible so that arrangements can be made to accommodate you. Interpreter requests require at least two weeks' advance notice prior to testimony.

**Phone testimony**

If you have been approved to testify by phone, please provide Theresa with a contact number at least 24 hours before your scheduled testimony time to test and ensure connectivity.

**Location of Committee**

The Senate Appropriations Committee is located in Room 5 of the State House, 115 State Street, Montpelier, VT 05641