



**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. The link to this document is below.

[http://www.leg.state.vt.us/jfo/link/leg\\_testimony](http://www.leg.state.vt.us/jfo/link/leg_testimony)

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.

**ATTENTION- With 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.**

The committee's [information page](http://legislature.vermont.gov/committee/detail/2016/23) is available at this url:  
<http://legislature.vermont.gov/committee/detail/2016/23>

The [agenda](http://legislature.vermont.gov/committee/agenda/2016/221) for committees is updated continually. You can check the agenda at:  
<http://legislature.vermont.gov/committee/agenda/2016/221>

**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. 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 Becky with a working phone number at least 24 hours before your scheduled testimony time. Becky will test this phone number to ensure connectivity.

**Location of Committee**

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