

DAY 1 CHECKLIST:
AVAILABLE THROUGHOUT
THE DAY FOR YOUR
CONVENIENCE



- Check-in and receive binder (1st floor Info Desk)
- Talk to a Healthcare and Benefits representative about health insurance and retirement (1st floor hallway)
- Get your official portrait taken (Legislative Audit Conference Room)
- Ask for assistance with your personal computer or about your device (1st floor Information Desk)
- Film your introduction video (3rd floor fan window)
- Sign up for a flu shot (House Floor Lobby)
- Get your spouse involved in activities (room 350)

WEDNESDAY NOVEMBER 14, 2018

TIME	LOCATION	EVENT
8:00 - 10:00am	Pick up breakfast from the Rotunda then meet: 303 (House R), 317 (Senate R), 102 (House D), 137 (Senate D)	Caucus Breakfasts
10:00 - 12:00pm	303 (House R), 317 (Senate R), 102 (House D), 137 (Senate D)	Senate and House Caucuses
12:00 - 1:00pm	Rotunda	Lunch
1:00 - 2:00pm	House Chamber	Welcome Overview of Orientation/Government 101 Legislative Division Presentations Legislative Services, Susan Fox Legislative Fiscal, Amy Carlson Legislative Audit, Angus Maciver
2:00 - 3:00pm	House Chamber	Legislator Compensation
3:00pm	Food available from snack bar on 3rd floor, and make way to assigned rooms	Break
3:15 - 5:00pm	Meet in first floor home rooms as assigned (102, 137, 152 A/B, 172 A/B)	Mentor Teams Committee Preference Forms "What I wish I had known" - from experienced legislator
6:00pm	Delta Hotels by Marriott (formerly the Colonial)	Dinner

**DAY 2 CHECKLIST:
AVAILABLE THROUGHOUT
THE DAY FOR YOUR
CONVENIENCE**

- Get a flu shot from a CareHere provider, starting at 7:30am (Senate cloak room, by appointment only)
- Get your official portrait taken (Legislative Audit Conference Room)
- Ask for assistance with your personal computer or about your device (1st floor Information Desk)
- Film your introduction video (3rd floor fan window)



THURSDAY NOVEMBER 15, 2018

TIME	LOCATION	EVENT
7:30 - 8:30am	Pick up breakfast from the 3rd floor snack bar, then meet: 303 (House R), 317 (Senate R), 102 (House D), 137 (Senate D)	Caucus Breakfasts
8:30 - 9:30am	House Chambers	Legislator Compensation Part II
9:30 - 9:45am		Legislators make way to first floor
9:45 - 10:45am	Rooms 102, 152, and 172	Bill Drafting 101
10:45 - 11:00am	1st floor hallway	Break
11:00 - 12:00pm	Rooms 102, 152, and 172	Committees 101
12:00 - 1:15pm	Rotunda	Lunch
1:15pm - 2:30pm	House Chambers	Electronic Communications and the Public Record
2:30 - 2:45pm	Food available from snack bar on 3rd floor	Break
2:45pm - 5:00pm	Room 317	Office of Legislative Information Services (OLIS) Bill tracking online Legislator email services Getting your devices set up and connected to wireless network How you will be broadcast and recorded for television and online streaming Services from the Reference Center Other services available for you from OLIS
4:00 - 6:00pm	Historical Society	Reception for Legislators and spouses

DAY 3 CHECKLIST: MAKE SURE THE FOLLOWING ARE COMPLETE BEFORE YOU LEAVE ORIENTATION:

- You have an official signature on file
- You had your official picture taken
- You have completed the online "Legislator Information Questionnaire"

FRIDAY NOVEMBER 16, 2018		
TIME	LOCATION	EVENT
8:00 - 8:45am	pick up food at 3rd floor snack bar, then go to 303 (House R), 317 (Senate R), 102 (House D), 137 (Senate D)	Legislator Breakfast
8:45 - 9:45am	Room 102	Legislative Audit Division: Accountability in Action
Concurrent Tracks from 9:45 - 10:15am	Track 1	Capitol Tours - behind the scenes and other spaces you'll be glad to learn about Meet at Info Desk
	Track 2	Entitlement Share Training Room 102
10:15 - 11:00am	Room 102	Committee Dress Rehearsal
11:00 - 11:15am	Food available from snack bar on 3rd floor	Break
11:15 - 11:45am	House Chamber	Floor Session Training:
11:45 - 2:00pm	Reference Center and Information Services Offices in Room 10	Office of Legislative Information Services Open House OLIS staff available for training and support FHRO staff available for payroll/benefits questions

Thank you.
We look forward to assisting you
during the 2019 Session.