



STATE OF VERMONT
JOINT FISCAL OFFICE

Witness Information
House 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 Theresa Utton-Jerman (tutton@leg.state.vt.us) at least 24 hours before your scheduled time.

If you are unable to provide electronic versions of your documents, please provide at least one paper copy to Theresa 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 e-mail or call Theresa at (802) 828-5767.

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 Theresa as soon as possible so that arrangements can be made to accommodate your needs for presenting to the Committee. 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 House Appropriations Committee is located on the third floor of the State House in Room 42 at 115 State Street, Montpelier, VT 05641.