

# HOUSE ADMINISTRATION COMMITTEE



## RESOURCE GUIDE: COMMUNICATIONS DIRECTORS

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# NEED HELP?

Give us a call!

## ★ SECURITY

- U.S. Capitol Police
- House Sergeant at Arms

## ★ HOUSE ENTITY OVERSIGHT

- Library of Congress
- Congressional Research Services
- Government Printing Office
- Smithsonian

## ★ ELECTIONS

- Legislation
- Observers Program
- Federal

## ★ OFFICE PROBLEMS

- Architect of the Capitol
- CAO

## ★ EDUCATIONAL PROGRAMMING

- "Being an effective..." series
- Level Up
- CAO Coaches

## ★ MISCELLANEOUS

- Parking
- Other

### Contact Us:

Director of Member Services

**Jordan Wilson**

M:202.225.8291 C:202.579.1691

Communications Director

**Grace White**

M:202.225.8281 C:202.875.9086

# Telephone Townhalls

## Ten Steps to Success

- 1.** Choose a Vendor
- 2.** Pick your audience, date, and time
- 3.** Draft recorded message scripts and submit a template request for Communications Standards Commission approval
- 4.** Draft opening and closing scripts and transition comments
- 5.** Game Day Prep: Plan staffing support and Member briefing materials
- 6.** Decide how to handle questions and communicate the strategy to your team
- 7.** Draft Poll Questions
- 8.** Game Time: Ask participants to opt-in
- 9.** Pull attendee information and tag it
- 10.** Reach back out to interested constituents

# CAO SERVICES

## **House Information Resources:**

House Web Services, 202-225-6002

- Builds full-featured websites for Members and Committees, free of charge.

## **Customer Experience Center:**

House Creative Services, Rayburn 2002, 202-225-2700

- Provides photography, videography, and graphic design support for House offices.

## **House Recording Studio:**

House Recording Studio, Rayburn 2010, 202-225-3941

- New studio providing broadcast services in many formats, from TV and radio to satellite and digital. Members can reserve studio time at:  
[HouseRecordingStudio@mail.house.gov](mailto:HouseRecordingStudio@mail.house.gov)

# HOUSE SERVICES AND DISCOUNTS

## **FREE News Subscriptions:**

[New York Times](#) ← sign up for free.

[Wall Street Journal](#) ← sign up for free.

[The Washington Post](#) ← Sign up for free.

[CQ/Roll Call](#) - email [HillSupport@cqrollcall.com](mailto:HillSupport@cqrollcall.com)

## **FREE Digital Resources:**

[SnapStream](#) - Committee hearing clipping service. A free, cloud-based clipping tool that allows offices to quickly and easily download and share House hearings and markups.

[Language Translation](#) - A pre-negotiated discount contract with Schreiber Translations, Inc. for telephone, document, website, and face-to-face language translation to or from several dozen languages.

**Full House Services and Discount Guide Found on HouseNet.**

# MODERNIZATION SUBCOMMITTEE INITIATIVES

Longworth Main Street - The Committee on House Administration, CAO, and AOC have been working to refresh the basement floor of Longworth to create a central hub for Members and staff with services available.

Staff Collaboration Space - On the fourth floor of Cannon, a new staff collaboration space pilot has launched to give staff an additional meeting space.

Flag Track Portal - A new pilot program to help offices easily manage and track constituent flag requests. FlagTrack was developed to make a more efficient process for managing flag requests in each congressional office.

E-Discovery Software: House Committees now have access to industry-standard discovery document management software, which makes the time-consuming tasks of reviewing and analyzing documents much more efficient.

The Subcommittee will be rolling out a number of exciting new initiatives in the coming weeks.