

U.S. CAPITOL AND WHITE HOUSE TOURS

Advance appointments to tour the **U.S. Capitol** can be secured through the U.S. Capitol Visitor's Center website <http://www.visitthecapitol.gov> or by requesting an appointment through your Congressman. Same day tickets to tour the U.S. Capitol are available to groups who wait in a public line. Tickets are issued on a first come first serve basis, and the wait in line is sometimes lengthy.

All tours of the **White House** must be requested through your congressman. They have a limited number of appointments to award, so request early if interested.

To locate your congressman's address, query <http://house.gov> or <http://senate.gov> on the internet. Enter your zip code, then the last 4 digits of your zip code on the upper left hand corner of the house home page or the upper right hand corner of the senate home page. This leads you to links for your congressman's web site where you can find their address. You might also call the congressional switchboard number at 202-224-3121. They can transfer the call to your congressman's office.

Avoid requesting appointments on your arrival day or departure afternoon. If your group is not a full group of 35 or more, make your appointments for 51 students and 6 adults to include any combination.

Request a written confirmation and send a copy to your Tour Coordinator.

(School Letterhead)

Representative: (Name)
(Address)
Washington, DC (Zip)

Dear (Name):

I am sponsoring a tour of Washington, D.C. for students and parents in my community. We would like to have the opportunity to tour the **U.S. Capitol** and the **White House**. We would greatly appreciate any assistance you can provide in securing appointments for these tours.

The following dates and times would best fit our schedule:

Number of people: (request a minimum of 57)

1st Choice: _____
2nd Choice: _____
3rd Choice: _____
4th Choice: _____

Thank you for your assistance in this matter. I look forward to hearing from you and visiting my nation's capital. If there are any problems in scheduling, please feel free to contact me at (phone number) or (e-mail address)

Thank you for your consideration of this request.

Sincerely,

(Name, school name, address)