

Thursday, August 28, 2014 – State Capitol, Room 1113
LR 444 Committee Public Hearing
Policies and Procedures for Providing Testimony

- *Please turn off your cell phones.*
- *Although handouts are not required...*
- *...testifiers who do have handouts should have the appropriate number of copies with you, ready for distribution. The LR 444 Committee requests **15** copies.*
- *We will not, as a rule, make copies.*
Information about where to make copies is posted outside the hearing room doorways.

IF YOU WILL BE TESTIFYING:

- *Each witness appearing before the Committee must sign in using the **fluorescent orange forms** provided at the entrances to the hearing room.*
 - *Sign in on the orange sheet only if you are going to testify.*
 - *Your form must be given to the committee clerk before you begin presenting your testimony because she uses it for her record-keeping as the hearing proceeds.*
 - *Please print and provide all of the requested information.*
- *Give the clerk or pages your handouts, if any, along with our testifier sheet at the beginning of your testimony.*

LIGHT SYSTEM:

- *Each testifier will be allotted (5) minutes before the committee.*
 - *We use a light system.*
 - *Green indicates that you may begin.*
 - *Amber indicates you're at 4 minutes.*
 - *Red indicates that it's time to end your testimony.*

SPELL YOUR NAME

- *Please begin your testimony by stating your name clearly into the microphone, and then please SPELL BOTH your first and last name (even if it's "Jane Smith")*
- *We don't ask you to spell your name for the Clerk, who will have your orange sheet,*
- *but for the Transcribers who will be listening to the recording of the hearings later. By identifying yourselves in the microphone, the transcribers will know who is speaking on the recording.*

NOT TESTIFYING?

- *If you are not testifying but have written testimony to submit, and have not done so prior to the start of the hearing, please give it to the clerk or to a page during a break or immediately following the hearing.*

(RETURN TO FIRST PAGE OF PROCEDURES!)