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Washington State Senate

Senator T'wina Nobles
28th Legislative District

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Office Operations – 2021 Remote Session Guidelines

Best Practices for Contacting Senator Nobles & Office

To get in touch with the Office of Senator Nobles, please email **both** Senator Nobles and Legislative Assistant Daniel Saunders at T'wina.Nobles@leg.wa.gov and Daniel.Saunders@leg.wa.gov.

Due to the unprecedented remote session, there may be a delay in response to scheduling requests and general inquiries. We ask for patience and grace – your emails are important to us and we will get back as soon as we can.

Note: You will not receive a response by contacting Senator Nobles or Daniel at their personal numbers, personal emails, or on non-official social media.

Scheduling

1. Daniel manages all scheduling via email, and can be reached at Daniel.Saunders@leg.wa.gov. If you are emailing Senator Nobles, be sure to CC Daniel.

Note: Due to the unprecedented remote session, Senator Nobles' availability is very limited, and she is prioritizing constituent meetings. If Senator Nobles is unavailable, her staff will be very happy to meet with you and brief the Senator afterwards.

2. Logistics

- When emailing Daniel with a scheduling request, please include the subject of the meeting and the desired timeline. (Please include any accommodations in your request.)
- After the meeting is scheduled, please send Daniel an agenda (including any specific bills you wish to cover) and the names of folks attending the meeting.
- Daniel will supply the Zoom link to the scheduler unless your organization has a preference to do so. Please note that the Senate has disabled the chat function in Zoom and therefore it will not be in use during the meeting. You may share your screen, however.
- For media, speaking, and event requests, please include our Public Information Officer, Simrun Chhabra, at Simrun.Chhabra@leg.wa.gov, and complete the questions below.

Public Records Note

Please remember that the Legislature is subject to the Public Records Act. This includes all written communication, including texts and emails.

Lobby Day Requests

- Senator Nobles is prioritizing constituent meetings, and we will do our best to schedule time with Senator Nobles. If that is not possible due to the floor schedule or committee meetings, staff will always be available to meet with constituents.
- Daniel will supply the Zoom link to the scheduler unless the organization prefers to do so.
- Appointments will be for 15 minutes and the Senator will need to leave at the designated time. Should meetings go over, staff will take additional notes (as capacity allows) for the Senator.
- After scheduling: Please be sure to include the list of constituents joining the meeting, and the agenda. Be sure to note specific bills that you plan to discuss if that is applicable.

Questions for Event/Video Requests

Please fully complete this section to prevent a delay in response to your request.

1. Your Name:
2. Organization Name:
3. Your Phone Number:
4. Organization Website:
5. Event Name:
6. Expected Number of Attendance:
7. Event Description:
8. Event Date:
9. Event Time:
10. What is the speaking format?
11. What time would you like the Senator to speak?
12. How long would you like the Senator to speak?
13. When do you need to hear back by?
14. Who is the audience for this speech?
15. What message(s) do you want the Senator to deliver to this audience?
16. Why do you think the Senator is an ideal person to deliver this message?
17. Please list any other elected officials who have been invited or confirmed to speak?
18. Will there be any additional rehearsals, technical checks, pre-recordings, or preparation meetings in addition to the event?

Questions for Media Requests

Please fully complete this section to prevent a delay in response to your request.

1. Are there some specific questions or aspects of any bills that you'd like to address in your interview?
2. Could you please share the questions you hope to ask beforehand?
3. About how much time will you need for the interview?
4. What is the best number at which to reach you?
5. What is your deadline?
6. What message(s) do you want the Senator to deliver?
7. When do you anticipate this story coming out?

Staying in Touch

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