



OFFICE OF THE
Senate Sergeant-at-Arms
TOM ENGELS

OFFICE OF THE
Assembly Sergeant-at-Arms
ANNE TONNON BYERS

Distributions to the Wisconsin State Senate and Assembly

1. Materials to be distributed must have a **contact name, address and phone number**. It can be either the individual or the organization distribution the material.
2. **It is required that there are 34 copies for the Senate and 100 for the Assembly. A distribution for both houses would require 134 copies.** The mailroom keeps a copy on file of all mail distributions.
3. **Distributions for both houses should be brought to the Senate Sergeant at Arms Office in B35 South or the Assembly Sergeant at Arms Office in 411 West.**
4. AM deliveries must be received by 8:30 am. They will be delivered in the morning mail. PM deliveries must be received by 10:30 am. They will be delivered in the afternoon mail.
5. **No commercial items can be sent through our mail system** – examples include restaurants, retail business, etc.
6. **Senate and Assembly rules prohibit the distribution of material which solicits funds, even for non-profit organizations.** Exceptions are events which charge a fee to be in compliance with lobbying laws.
7. **Anything of value that goes through the mail must be first checked by the Wisconsin Government Accountability Board and noted in the cover letter** (i.e. books, calendars, pins, etc.) All items must be properly packaged and will not be done by either Sergeant's office.

Materials without sufficient copies or contact information will not be delivered but will be held in the Legislative mailroom for 5 business days until the correct information or number of copies has been received. After this time, material not corrected or retrieved will be destroyed.

Please direct any questions to Tom Engels, Senate Sergeant at Arms, or Anne Tonnon Byers, Assembly Sergeant at Arms, using the contact information below.

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Mail Distributions

Date and Time: _____

Number of Copies: **Assembly, minimum 100 copies**

(Circle one) **Senate, minimum 34 copies**

Both, minimum 134 copies

Received by: **Assembly Sergeant - 411 West**

(Circle one) **Senate Sergeant - B35 South**

Name, phone number, and address of person dropping off items:

It is required that **each piece of mail that goes out in the Legislative distribution system must have contact information from the organization/individual** approving the distribution. For something to go out in the morning mail it must be in a Sergeant's office by **8:30 am** and for the afternoon delivery **10:30 am**.