

TO: Chairwoman Debbie Wasserman Schultz
Democratic National Committee

Rev. Leah D. Daughtry, CEO
Democratic National Convention Committee

FR: Leader Nancy Pelosi
House of Representatives

Chairman Ben Ray Luján
Democratic Congressional Campaign Committee

RE: House Democrats Convention Request

DT: January 19, 2016

We would like to take this opportunity to thank you for your tremendous efforts for the 2016 Democratic National Convention. Working together, we know the convention will be an outstanding start to a successful fall campaign to elect a Democratic President and strengthen our Caucuses in the House and Senate. Our Members, candidates and supporters are working tirelessly to ensure that we have a productive Convention and the resources necessary to win in November. Many of our Members are looking forward to bringing their families to Philadelphia for this historic event.

As we have discussed, we are hoping to centralize House Democrats' operations and the House Democratic Caucus at our designated downtown hotel. A cloakroom at this hotel will serve as our primary credential distribution center, as well as the operations center for security, communications and transportation.

Below are requests for credentials, arena suites, hospitality and other needs during the convention.

Credentials

Daily Credential Allotment Needs:

Floor – 330

Premium Special Guest – 400

Honored Guest – 600

Arena – 150

Podium/Backstage – 20

TOTAL: 1,500 credentials per day

FYI, we anticipate approximately 193 Members to attend the Convention, many bringing spouses and/or family members.

Arena Suites

It is our understanding that Leader Nancy Pelosi will be provided the use of 1 suite with a capacity of 25-30 people. Additionally, while we understand that there are ongoing discussions regarding the availability of additional arena suites, we would like to request a second suite should one become available.

Hospitality

For the shared viewing spaces in Wells Fargo Arena, we would like to request 100 tickets daily: 75 VIP Cadillac Grill (communal-area restaurant viewing) tickets and 25 non-viewing area tickets.

Transportation

At this time we are requesting 8 vehicles for House Leadership use.

Convention Programming

In addition to remarks by Members of the House Leadership, past conventions have featured a presentation of the House Democratic women, as well as remarks by the Chair of the Democratic Congressional Campaign Committee and an opportunity for many of our candidates to showcase. This year we are also requesting that our younger Members, including those who are members of our Future Forum, be featured. We look forward to discussing this with you in the near future.

Cloak Room

Following discussions with your staff, we understand that one cloakroom at the Wells Fargo Arena will be provided for use by House Members. This area at the Arena will provide Members with a secure area to congregate with their families and provide needed office facilities. This cloakroom should include use of computers, phones, a printer and copier, restrooms and available food and beverage service.

We know that your hard work and dedication will make the 2016 Democratic National Convention a huge success for our Party. Thank you for your consideration and we look forward to continuing to work with you.