

MASS MAILING OVERVIEW – for the House

By Grace McMillan

1. Input names and addresses into an Excel spreadsheet. [Click here](#) for simple spreadsheet instructions.
2. Generate your letter in Word.
3. E-mail your letter to the print shop downstairs (Jim Allshouse) with specific instructions (eg. “Please print 500 of the attached letter on House letterhead and deliver to Zach in the mail room”).
4. Go downstairs to the Supply Room in the basement and get 500 House envelopes and labels.
5. It is your job to affix the labels to the envelopes. [Click here](#) for simple Mail Merge label instructions.
6. The simple anatomy of an address label is as follows:
Room number (if the letters are returned, this tells Zach where to deliver them).
FirstName LastName
Address
City, State Zip
7. E-mail the House Post Office (Zach Petty) with specific instructions (eg. “Please fold, insert, seal and stamp the 500 letters for Representative [insert name] into House envelopes. I will bring the envelopes downstairs in a few moments”).
8. Bring your labeled envelopes downstairs to the House Post Office in the basement. It doesn’t hurt to put an identifying note on them with your Representative’s name – just to make Zach’s job easier.