



Georgia HOUSE OF REPRESENTATIVES

House Media Services Office's Member Press Policies:

- Requests for press releases, media advisories and editorials should be submitted to Betsy Theroux, Rachel Allison or Kehl Mackesey. Requests are completed on a first-come first-served basis.
- The House Media Services Office is a non-partisan office, and as such, all materials produced by the House Media Services Office, including press releases, media advisories and editorials, shall be non-partisan in nature.
- House Media Services will not draft or distribute press releases that promote, disparage or endorse a political campaign, any candidate for political office, an elected official, constitutional officer or public official.
- All press releases, media advisories and editorials produced by the House Media Services Office must directly relate to a member's official duties as a state legislator.
- When drafting press releases, media advisories, editorials, etc., the House Media Services Office cannot include any information that is related to a campaign or political in nature – this includes flyers, photos, campaign email addresses, website links or social media pages and accounts.
- All press releases, advisories and editorials produced by the House Media Services Office will include House Media Services Office staff contact information. The House Media Services Office will not include contact information for outside groups, organizations or individuals not employed by the House of Representatives.
- Media advisories for virtual events must include virtual participation details, including links or registration information, or a House staff contact for press to obtain such details.
- The House Media Services Office will not disseminate press releases, media advisories or editorials to the press for a member without his/her final approval.
- If changes are made to a draft by the member, the member should not send it to their contact list before notifying the House Media Services Office since it is on the official letterhead of the House Media Services Office. The House Media Services letterhead and press release format is reserved only for official use by the House Media Services Office.
- The House Media Services Office requires at least 24-hours to complete member press-related requests. However, if additional research is required for press releases, media advisories or editorials, this may delay the completion of the request.
- The House Media Services Office cannot guarantee that last minute press releases, media advisories and editorials can be accommodated.
- Once approved, press releases, media advisories and editorials are sent to relevant press lists maintained by the House Media Services Office. Press releases, media advisories and editorials

are posted on the House of Representatives' website. Press releases, media advisories and editorials are posted on the official House Facebook page and the official House X account.

- The House Media Services Office also produces a weekly session column, which is not automatically sent to all representatives. Representatives are added to the weekly column distribution list upon request.
- The House Media Services Office maintains press lists for all House districts for internal use only. House members may request a list of press organizations included in his/her district only. The House Media Services does not share any other press contacts. New contacts for district press lists may be added and removed at the discretion of House Media Services staff.
- House Media Services staff will use AP Style guidelines to draft and edit press releases, media advisories and opinion editorials.