



Georgia HOUSE OF REPRESENTATIVES

House Media Services Video Recording Request Policies & Form

The House Media Services Office operates its own video recording studio in room 610 CLOB. The recording studio provides a location for representatives to hold press conferences* and record video and audio messages that can be sent to constituents, groups and media.

In order to reserve this space, please complete the form on the following page and email it to jonathan.stewart@house.ga.gov. Upon receipt, he will notify you of availability.

Use of the recording studio is first come, first served. House Media Services cannot guarantee that requests to use room 610 will be accommodated due to limited resources and staff availability.

Rules regarding the appropriate use of 610 CLOB:

- All press conferences/video recordings must be held and conducted by members of the Georgia House of Representatives.
- The room may only be used for official House business, and all messages must be legislative or issue based.
- 610 CLOB may not be used to promote, disparage or endorse a political campaign, any candidate for political office, an elected official, constitutional officer or public official.
- House Media Services staff must be present while the room is in use.

Scheduling instructions and policies for 610 CLOB:

- All requests to reserve 610 CLOB must be made through a representative's office.
- 610 CLOB cannot be reserved while the House is in session.
- Reservations must not exceed one (1) hour.
- On days when the House is not in session, 24-hour notice is required to reserve room 610.
- If the member does not arrive within 15 minutes of his or her appointment time, the reservation will be forfeited and must be rescheduled for a later date.
- Requests for reoccurring video recordings may not be guaranteed due to limited staff availability during the legislative session.
- If a press conference is cancelled, or the date, time or topic is changed, House Media Services must be notified as soon as possible.

Video recording requests for other State Capitol spaces:

The House Media Services Office also offers video recording for press conferences held in GBA-controlled spaces inside the State Capitol. For more information about House Media Services Office press conference policies, please visit the House Media Services website at www.legis.ga.gov/house/media-services.



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House Media Services Room 610 Video Recording Request Form

Please provide the following information in order to reserve room 610:

Name of Representative requesting room: _____

Your name: _____

Purpose for using 610: *Press conference or video recording?*

Please describe the purpose of the press conference or recording in detail:

**Please note that 610 CLOB cannot be reserved without a detailed description.*

Requested date: _____ Start time: _____ End time: _____

**Reservations must not exceed one (1) hour.*

Is a media advisory necessary? _____

If press conference, would you like it filmed by House Media Services? _____

Will you need the teleprompter? _____

**Note: To use the teleprompter, all scripts must be received by jonathan.stewart@house.ga.gov one day in advance.*

**Max occupancy of 13 guests including speakers and press.*

Please submit this form via email:

Jonathan Stewart

Broadcast Specialist

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