



# Georgia HOUSE OF REPRESENTATIVES

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## PRESS CONFERENCE PROCEDURE

### Press Conference Overview:

- House members may reserve various locations to hold a press conference at the Capitol.
- Press conferences may be held in room 610 of the Coverdell Legislative Office Building, as well as at the South Wing steps, Rotunda, first floor space of the State Capitol, or at Liberty Plaza across from the State Capitol.

### Recording a Press Conference and Notifying the Media:

- If House members would like the House Media Services Office to film a House press conference that takes place inside the State Capitol, please contact [justin.speck@house.ga.gov](mailto:justin.speck@house.ga.gov) or [jonthan.stewart@house.ga.gov](mailto:jonthan.stewart@house.ga.gov).
- House Media Services only films/records press conferences held/hosted by House members.
- House Media Services does not live stream press conferences, and these video recordings will only be provided to the House member or staff via YouTube link.
- House Media Services cannot guarantee that requests to film/record press conferences will be accommodated due to limited resources and staff availability.
- If you would like a media advisory to notify the media about your press conference, please contact [betsy.theroux@house.ga.gov](mailto:betsy.theroux@house.ga.gov).

### Press Conferences held in 610 CLOB\*:

- The Georgia House of Representatives operates its own video recording studio in room 610 CLOB.
- All requests to reserve 610 CLOB must be made through a representative's office.
- All press conferences/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.
- Use of the recording studio is first come, first served and is only available during office hours. 610 CLOB cannot be reserved while the House is in session.

- The maximum occupancy for press conferences held in room 610 CLOB is 15.
- In order to reserve this space, please complete the House Media Services Video Recording Studio request form on the House Media Services website (<https://www.legis.ga.gov/house/media-services>) and email it to [jonathan.stewart@house.ga.gov](mailto:jonathan.stewart@house.ga.gov). Upon receipt, he will notify you of availability.

**Press Conferences held at the South Wing steps, Rotunda or the first floor space of the State Capitol.:**

- These spaces are controlled by the Georgia Building Authority (GBA).
- GBA designates three locations for press conferences:
  - (1) First Floor press conference space during regular hours of operation
  - (2) South Wing (steps), during regular hours of operation based on its limited availability
  - (3) Rotunda, for use only from 12:30 p.m. to 1:00 p.m. daily.
- To reserve one of these locations for a press conference during the interim, please call GBA at 404-657-7407 or click [here](#). To reserve one of these locations during session, please contact House Media Services to coordinate the request with GBA.
- For official rules relating to Capitol grounds and spaces that are operated by the GBA, please click [here](#).