



Georgia HOUSE OF REPRESENTATIVES

House Media Services Video Recording Studio Request Form

The Georgia House of Representatives 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 this form and email it to deandre.moreland@house.ga.gov. Upon receipt, he will notify you of availability. Use of the recording studio is first come, first served.

Please provide the following information:

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: _____

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 deandre.moreland@house.ga.gov one day in advance.*

Rules regarding the appropriate use of 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.
- 610 CLOB cannot be reserved while the House is in 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.

Please submit this form via email:

DeAndre Moreland

House Broadcast Specialist

404-656-0444 / deandre.moreland@house.ga.gov