



Georgia HOUSE OF REPRESENTATIVES

House Media Services Office's Photography Policies:

- To schedule a photo, Administrative Assistants (AA) are responsible for completing the [House Photography Online Request Form](#) and submitting to the House Media Services Office.
- Photo requests should be submitted 24 hours prior to the requested time of the photograph.
- All photo requests are scheduled on a first come, first served basis.
- If an AA is not able to complete a House Photography Online Request Form due to a last minute request, the AA should call Camille Taylor at (404) 656-0305 and leave a detailed message or email: camille.taylor@house.ga.gov. During session, email is the best form of communication. The House Media Services Office cannot guarantee that last minute photo requests will be accommodated.
- House Photographers can take scheduled photos in the following, approved locations:
 - North Wing Steps (if not in use by governor) – max group: 200
 - South Wing Steps (The Georgia Building Authority is responsible for scheduling events at the base of the South Wing Steps. Photos scheduled on the steps may be moved if a GBA event is taking place in that area.) — max group: 200
 - House Chamber (30 min. prior to session & 30 min. after session) – max group: 30
 - Ante Room – max group: 15
- Photos cannot be scheduled on the North Steps on session days from 10:00 a.m. - 11:00 a.m.
- Photos cannot be scheduled outside of the Capitol building.
- Once photos are taken and processed, they will be available for viewing and ordering on the House photo website within 24-hours.
- The House Media Services Office automatically orders the following photos for House members:
 - Chaplain of the Day with Speaker (2 copies)
 - Invitation Resolution guests with Speaker (1 copy per guest and representative)
 - Page photos with Speaker (1 copy per page)
 - Scheduled Group photos (5 copies for scheduling representative, 1 copy per additional representative).
 - For all other photos: the AA should send a link to the photo they would like to be printed to camille.taylor@house.ga.gov.
- Photo print requests are limited to 10 photos per representative per session.
 - If amount exceeds 10 prints, the representative may purchase prints through the House photo website.
- House Media Services orders prints from an outside vendor, and therefore, same day prints are not available.
- Official, printed House photos are mailed to the representative's office. Once delivered, the representative's office is responsible for distributing printed photos.