



# 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 and/or Camille Taylor. 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.
- 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 or website links.
- 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 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 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 Twitter 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. House members may request a list of press contacts for his/her district only. The House Media Services does not share any other press contacts.