



# 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, or at the South Wing steps, Rotunda or the first floor space of the State Capitol.

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

- If you would like the House Media Services Office to film your press conference and upload it to the House YouTube account, please contact [justin.speck@house.ga.gov](mailto:justin.speck@house.ga.gov) or [deandre.moreland@house.ga.gov](mailto:deandre.moreland@house.ga.gov). Please note: House Media Services does not live stream press conferences.
- 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) or [camille.taylor@house.ga.gov](mailto:camille.taylor@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 [here](#) and email it to [deandre.moreland@house.ga.gov](mailto:deandre.moreland@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 directly at 404-657-7407 or click [here](#).
- To reserve one of these locations for a press conference during the legislative session, representatives should contact the House Media Services Office who will then work with GBA to schedule use of a location during an available time.
- For official rules relating to Capitol grounds and spaces that are operated by the GBA, please click [here](#).