



## Press Packet

### Session Two: November 29 – December 5

FOR PLANNING PURPOSES ONLY

#### NMO COVERAGE AND CREDENTIALING PROCESS

Media outlets wishing to cover New Member Orientation events at the hotel and within the U.S. Capitol Complex must be credentialed by one of the four Press Galleries: House Radio-TV Gallery, House Press Gallery, House Periodical Press Gallery, or Senate Press Photographers' Gallery. **For temporary press credentials, a letter from the news organization requesting the press credentials should be submitted in advance to the appropriate press gallery.** For more information about communications during New Member Orientation, please contact:

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Peter Whippy (Democratic staff):	(202) 841-2523, <a href="mailto:Peter.Whippy@mail.house.gov">Peter.Whippy@mail.house.gov</a>
Natalie Young (Democratic staff):	(202) 870-0806, <a href="mailto:Natalie.Young@mail.house.gov">Natalie.Young@mail.house.gov</a>
Ashley Phelps (Republican staff):	(202) 579-3361, <a href="mailto:Ashley.Phelps@mail.house.gov">Ashley.Phelps@mail.house.gov</a>

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#### THE HOUSE RADIO-TV GALLERY

News organizations that carry video equipment should contact the House Radio-TV Gallery to secure a press pass and to allow the Gallery staff to explain the rules and procedures for covering the House of Representatives.

<b>Location:</b>	H-320, The Capitol
<b>Phone:</b>	(202) 225-5214
<b>Email:</b>	<a href="mailto:radiotv@mail.house.gov">radiotv@mail.house.gov</a>
<b>Website:</b>	<a href="http://radiotv.house.gov/">http://radiotv.house.gov/</a>
<b>Gallery Staff:</b>	Olga Ramirez Kornacki, <i>Director</i> Andrew Elias, <i>Deputy Director</i> Kimberly Oates, <i>Senior Media Logistics Coordinator</i> Kinsey Harvey, <i>Media Logistics Coordinator</i> Ryan Dahl, <i>Media Logistics Coordinator</i> Makenna Sievertson, <i>Media Logistics Manager</i> Kiah Lewis, <i>Media Logistics Assistant</i>
<b>Hours of Operation:</b>	9:00 A.M. to conclusion of House business, or 6:00 P.M., whichever is later

The Radio-TV Gallery provides facilities, information, and services to accredited electronic news organizations, Members of Congress and their staff. The Gallery oversees authorized interview and standup locations within the Capitol, Capitol Visitor Center, House office buildings and on the Capitol grounds. Gallery staff also administers the guidelines governing the use of broadcast



equipment on the House side and assists with the logistical setup for hearings, photo opportunities, stake-outs, press conferences and special events including the ceremonial swearing-in of New Members. Upon request, temporary workspace for visiting journalists can be accommodated in HVC-106 and HVC-107. Please contact the Gallery in advance to confirm availability. Appropriate social distancing and face masks are strongly recommended inside the Gallery workspace and studios.

### HOUSE PRESS GALLERY

The House Press Gallery facilitates coverage of the U.S. House of Representatives for the daily print and online media. Temporary, short-term credentials for bona fide news organizations may be obtained from the press gallery staff. Reporters will be asked to fill out a short application and present a government-issued photo ID. In addition, reporters must submit a written request from an assignment editor on company letterhead specifying that a press credential is needed to carry out his/her assignment in the U.S. Capitol. Temporary credentials are valid for use in both the House and Senate. Full-year, permanent credentials are processed by the Senate Press Gallery:

**Location:** H-315, The Capitol  
**Phone:** (202) 225-3945  
**Email:** [annie.tin@mail.house.gov](mailto:annie.tin@mail.house.gov)  
**Website:** <http://pressgallery.house.gov/>  
**Gallery Staff:** Annie Tin, *Director*  
Justin Supon, *Deputy Director*  
Ric Andersen, *Assistant Director*  
Edward Kachinske, *Assistant Director*  
Kristine Michalson, *Assistant Director*  
Jill Ornitz, *Assistant Director*  
**Hours of Operation:** Monday through Friday 9:00 A.M. to conclusion of House business, or 6:00 P.M., whichever is later

Governed by the Standing Committee of Correspondents, the gallery staff maintains offices and press rooms for the national news media, approves applications for membership, and establishes policy for correspondents covering Congress. Dedicated workspace for credentialed reporters is located in the Capitol and in the Rayburn House Office Building and includes a designated area in the House chamber overlooking the floor. In addition to answering reporters' inquiries about House activity, the press gallery staff serves as a liaison with congressional staff about the media's operations, functions and needs. The press gallery staff stands ready to familiarize congressional staff, members, House support personnel and many others with the daily press gallery's operations, services and the workings of the congressional press corps.

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ZOE LOFGREN

Chairperson

Democratic Office: 202-225-2061

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COMMITTEE ON HOUSE ADMINISTRATION

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RODNEY DAVIS

Ranking Member

Republican Office: 202-225-8281



## HOUSE PERIODICAL PRESS GALLERY

The Periodical Press Gallery assists bona fide correspondents working for a magazine, newsletter, non-daily newspaper, or online publication. Correspondents using personal cameras are permitted except where posted signs or the U.S. Capitol Police indicate it is prohibited.

**Location:** H-304, The Capitol  
**Phone:** (202) 225-2941  
**Email:** [periodical.press@mail.house.gov](mailto:periodical.press@mail.house.gov)  
**Website:** <http://periodical.house.gov/>  
**Gallery staff:** Robert Zatkowski, *Director*  
Jay Rupert, *Deputy Director*  
Jenn Walters, *Assistant Director*  
Ryan Hamel, *Assistant Director*

**Hours of Operation:** 9:00 A.M. to conclusion of House business or 6:00 P.M., whichever is later

The Periodical Press Gallery assists bona fide correspondents working for a magazine, newsletter, non-daily newspaper, or on-line publication and serves Members of Congress and Congressional staff with any periodical press-related questions or issues. The Gallery operates and is authorized under Rule 6, Clause 2 of the House of Representatives. The Gallery is supervised by Executive Committee of Correspondents, who are elected from reporters who are members of the Gallery. The Gallery credentials publications to cover both the House of Representatives and the Senate. Workspace is available on a first-come, first-served basis. In addition to the Gallery office in H-304, workspace is available inside the Capitol Visitor Center (the Gallery's annex), HVC-125, and rooms HVC-106 and HVC-107.

## SENATE PRESS PHOTOGRAPHERS' GALLERY

Credentials for press photographers to cover both House and Senate events are handled through the Senate Press Photographers' Gallery. The Gallery credentials press photographers from news organizations and news publications only.

**Locations:** S-317, The Capitol  
151 Dirksen Senate Office Building  
**Phone:** (202) 224-6548  
**Email:** [Press\\_photo@saa.senate.gov](mailto:Press_photo@saa.senate.gov)  
**Website:** <http://www.pressphotographers.senate.gov/>  
**Gallery staff:** Jeffrey S. Kent, *Director*  
Mark Abraham, *Deputy Director*  
Tricia Munro, *Assistant Director*  
Matthew Grant, *Assistant Director*

**Hours of Operation:** In Session: 9:00 A.M. to conclusion of Senate business



Out of Session: 9:00 A.M. to 5:00 P.M.

The Senate Press Photographers' Gallery is responsible for credentialing bona fide news photographers and facilitating photographic coverage of the U.S. Senate and House of Representatives. The Gallery serves as a liaison between congressional offices and the news photographers that cover the Hill. The Gallery's goal is to merge the needs of the photographers and the needs of the staff that support the Members of Congress. The Gallery keeps their membership informed about upcoming news events and hearings, provide coverage logistics, and help obtain access for the press photographers. The Gallery serves the congressional offices and staff with any questions or issues they may have regarding news photography coverage at press conferences, hearings and events.

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Chairperson

Democratic Office: 202-225-2061

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## HOTEL/MEDIA POLICY

Media outlets wishing to cover New Member Orientation events at the hotel and within the U.S. Capitol Complex **must be** credentialed by one of the four Press Galleries: House Radio-TV Gallery, House Press Gallery, House Periodical Press Gallery, or Senate Press Photographers' Gallery.

There is a strict policy regarding media interviews and coverage on the premises:

- On Member-elect arrival day, Thursday, November 12 from 7:00 a.m. – 6:00 p.m., a stakeout location has been established in front of the hotel at 400 New Jersey Avenue, N.W.
- A designated one-on-one interview space has been established inside the hotel. The Committee will also provide a designated interview space in the House office buildings. Media's use of interview rooms throughout the New Member Orientation program must be scheduled with the Member-elect and the Committee on House Administration's Communications staff.
- Use of designated interview spaces are contingent upon compliance with social distancing and face covering requirements established by the Office of the Attending Physician.
- No member of the media may enter the hotel unless they are escorted to and from the designated interview space by a Committee on House Administration staff member.
- All media interviews must be conducted in assigned media spaces only.
- The use of any cameras or recording devices by members of the media inside of the hotel, other than the designated interview space, is strictly prohibited. (This includes the lobby, foyer, hallways, hotel rooms, etc.).

Credentialed media must coordinate with the Member-Elect and Committee communications staff in order to use the designated interview space. Credentialed media will be escorted by a Committee staff member to and from the interview space. **No media will be allowed hotel entry without an escort from Committee staff.**



## NEW MEMBER ORIENTATION MEDIA OPPORTUNITIES

SESSION TWO: NOVEMBER 29<sup>TH</sup> - DECEMBER 5<sup>TH</sup>

*Thursday, December 3, 2020*

### **D.C. Office Lottery**

Members participating virtually via Cisco WebEx

8:00 A.M.

[Click here for a link to a livestream of the lottery draw.](#)

### **Media Spray of Lottery Draw**

2141 Rayburn House Office Building

8:15 A.M.

*NOTE: A mandatory pool will be assigned for a brief spray of B-roll and still shots of the lottery draw. Contact your respective gallery for coverage details.*

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