



OFFICE OF THE GOVERNOR
Governor's Press Conference Room 1190 Request Form

The Governor's Press Conference Room 1190 is made available for elected officials to hold press conferences. Please fill out the request form below to reserve the use of Room 1190 for this purpose. Below are the rules and procedures for room use:

- Room 1190 is available from 9 a.m. – 5 p.m. M-F and is reserved until noon every Tuesday without exception;
- Use of Room 1190 is for state business only and may not be used for campaign or political purposes;
- The legislator or constitutional officer sponsoring the room must be present during his or her press conference;
- As confirmation, an e-mailed media advisory is required the business day before the scheduled press conference and must be sent to Sam.Chiu@gov.ca.gov.
- You must inform the Governor's Press Office of cancellations at 916-445-4571; and,
- PLEASE NOTE: reservations are accepted only one month in advance and the Governor's Office/ Executive Branch reserve the right to use the 1190 at anytime.
- PLEASE NOTE: if you would like to bring in materials from the outside the building, please contact the State Capitol CHP Permit office at (916) 445-3876.

Day and date requested: _____

Requested start time: _____ End time: _____

Sponsor of Room 1190: _____

Topic: _____

Contact name: _____ Phone: _____

E-mail: _____ Cell: _____

Please fax request forms to (916) 323-7170. Thank you for your cooperation.
For electronic equipment, logistics, easels, etc...please contact: DGS at (916) 327-4554