



News Conference Guidelines

The Nebraska State Capitol may be used for news conferences dealing with statewide political issues and activities. News conferences are held to educate the public via the news media on a state-wide issue and generally do not draw a large audience other than the media. Individuals and organizations wishing to hold a news conference inside the Capitol must follow these guidelines.

1. News conferences shall be held during public business hours, Monday – Friday, 8:00 a.m. to 5:00 p.m. and in public spaces, generally the 2nd floor rotunda, 1st floor rotunda or the 2nd floor Hall of Fame galleries.
2. Official functions of state government shall have priority for use of Capitol space and news conferences shall not block public access. No seating is provided or may be brought into the Capitol.
3. News Conferences shall be limited to one hour, including time for media questions and interviews.
4. The Office of the Capitol Commission will provide a lectern for news conference use with 24-hour advance notice. No public address equipment will be provided or brought into the Capitol for use during a news conference. An easel for a chart or other visual material will be provided with 24-hour notice. A small sign (11" x 17") identifying the sponsor of the news conference may be taped (painter's blue tape) to the front of the lectern.
5. News conferences shall not block corridors or public access or interfere with public tours. The sound and activity associated with a news conference shall not interfere with Legislative sessions or other activities of government. No cheering, shouting, chanting or clapping is allowed.
6. Nothing shall be affixed or hung on the walls or surfaces of the Capitol. No signs, posters, placards, banners exceeding 11 by 17 inches are allowed inside the Capitol. All signs must be hand-held.

Requests for News Conferences shall be made via a Facility Use Permit to the Office of the Capitol Commission indicating the group or individual's intent to use Capitol space for a news conference. To check the availability of a date and time to avoid conflict with tours and special events and to receive a FUP please call the Tourism Supervisor at (402)471-0449 or email Roxanne.smith@nebraska.gov for information.