

## **Media Logistics – December 4, 2018 Special Election**

### **Building Access**

DCBOE is aware that media, poll watchers, and other members of the public will need to enter 1015 Half Street SE after normal business hours. Members of our staff will be available to assist in granting access.

### **Filming**

#### **1015 Half Street SE**

Photography/video is not allowed in the lobby on Election Night, however, it is permitted on the 7<sup>th</sup> floor outside of the DCBOE offices. On Election Night, paper ballots and electronic voting machine print-outs will arrive at the DCBOE Warehouse, located at 3535 V Street NE. Direct access to the dock where ballots will first arrive is strictly prohibited.

### **Parking**

There is street parking around Half Street, however, parking may be limited. DCBOE would encourage the use of public transportation. Electronic versions of the ballots are expected to begin arriving at 1015 Half Street SE at approximately 8:30pm – 8:45pm.

### **DCBOE – Ballot Arrival**

Media may photograph poll workers outside, as they are arriving at 1015 Half Street SE, Suite 750. These election workers will deliver the electronic versions of the ballot results to the 1<sup>st</sup> floor of 1015 Half Street SE, where DCBOE staff will then bring the results up to the DCBOE Data Services Center (Suite 750).

### **DCBOE – Media Room**

**The Election Night Media Room is located in Suite 750.** A monitor will be placed at the front of the room to display vote tabulation and unofficial election results. Unfortunately, we cannot allow media to plug directly into the feeds.

### **DCBOE – Lobby**

While you cannot take video of, or photograph, the DCBOE lobby, you may take photos or video outside of the building or in the area in front of the DCBOE main elevators on the 7<sup>th</sup> floor. Please keep in mind that space is limited, and foot traffic from DCBOE staff, poll watchers, etc. will be heavy.

### **DCBOE – Data Services Center**

Our priority is to assist our Data Services Team in working accurately and efficiently. Thus, we ask that members of the media please observe the activity in the Data Services Center from the monitors provided in the media room. Because space is limited and foot traffic will be heavy, we will rotate media throughout the area in front of the Data Services Center when possible.

### **Returns**

Returns will be posted at [www.dcbos.org](http://www.dcbos.org) by the Data Services Team.

### **Interviews**

DCBOE leadership may be available for short interviews periodically throughout the day. Please contact Rachel Coll with interview requests. Rachel is available via cell at (443) 716-6088 and email at [rcoll@dcbos.org](mailto:rcoll@dcbos.org) or at the Election Media Center located at 1015 Half Street SE, Suite 750.