



BOARD OF SUPERVISORS MEETINGS MEDIA RESOURCES AND GUIDELINES

Members of the media are welcome to attend and participate in all meetings of the Board of Supervisors. The information below provides an overview of the space and technology available to media for use.

MEETING LOCATION

San Joaquin County Administration Building
Board Chambers – 6th Floor
44 N. San Joaquin Street
Stockton, CA 95202

Seating Capacity: 193
Total Capacity: 206
Contact: Clerk of the Board
(209) 468-2350

Doors open 30 minutes prior to the meeting start time

MEDIA CHECK-IN

At times of large public and press attendance, we ask that all members of the media sign-in at a check-in table located at the front of the chambers. Business cards are also welcome. There will be a designated area inside the Board Chambers for media in the last rows of the chambers.

MEDIA ROOM

A special room for the media is located immediately to the left, upon entering the first set of double-doors to Board Chambers. This room is equipped to meet the needs of the media with SDI video and XLR audio connections, as well as desk space for laptops. Interviews are encouraged to take place outside the Board Chambers in the 6th floor lobby area.

BOARD CHAMBERS – VIDEO AND AUDIO RECORDING

- Cameras should be positioned along the back wall of Board Chambers within the area marked for media.
- Cover shots may be taken from the area on the right-hand side of the Dais (nearest the windows). *This area is for temporary positioning only – 5 minutes or less.*
- Portable recording devices may be attached to the microphone or positioned at the podium that is used for public comment. Recording devices may not be placed at the three-seated staff table.
- Cameras may not block doors, safety exits, or aisles. Cords or other media equipment may not be placed in a manner that poses a safety or tripping hazard.

To maintain meeting decorum that is respectful of all in attendance, media activity should not interfere with meeting proceedings.

TO VIEW LIVE AND ON-DEMAND MEETINGS

Live and on-demand meetings are available online at www.sjgov.org under Resources/Board Meeting Agendas. Select the *Meetings* tab for a list of meeting dates or download video from the *Media* tab.