



## Press Conference Rules & Regulations

- Press Conferences at Tulsa Press Club maybe held before 10:30am or between the hours of 2:00pm – 4:00pm Monday through Friday.
- Press Conferences held in the morning must vacate before 11:00am.
- Press Conferences held in the morning that exceed the allotted time will be charged a \$50 fee.
- Arrival time is 30 minutes prior to the start of the Press Conference. Early arrival maybe arranged with for extra fee of \$50.
- Press Conference reservation prices are as follows:
  - Members \$100
  - Non – Members \$200
- Tea and water service will be made available at no charge.
- No signs will be allowed on any walls or covering the Tulsa Press Club logo on the podium or back drop.
- Easels will be provided upon request at no additional charge for any signage.
- Payment in full is due at the start of the Press Conference. Invoice receipts will be made available upon request.
- Tulsa Press Club is not responsible for contacting any media outlets.
- General clean-up will be provided by Tulsa Press Club staff.
- Tulsa Press Club is not responsible for items left behind.

For any questions regarding Tulsa Press Club facilities or Press Conference Rules and Regulations please contact:

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