



CITIZEN'S GUIDE TO THE LOUISIANA CAPITOL

IMPORTANT INFORMATION

GETTING HERE:

- Directions and a map to the Capitol are on our website www.legis.la.gov.
- You may park in areas without a reserved sign, orange cone or designated fire lane.

ENTERING THE CAPITOL:

- Enter the Capitol through the front door or the south side doors (ground level below the main steps) and proceed through security.
- Please limit items that may set off a metal detector/x-ray machine or require a detailed bag search (such as extra jewelry and large bags). These items will delay your entry into the Capitol.
- No weapons of any kind are allowed inside the Capitol building.
- Spaces open to the public include Memorial Hall, designated areas in the House/Senate Chambers, the House Dining Hall on the ground floor and committee rooms when meetings are scheduled. The observation deck/gift shop on the 27th floor is accessible by elevator and is also open to the public.
- Access to individual offices in the capitol are restricted and security-card enabled.
- To preserve order and decorum, cameras in committee rooms and chambers during legislative meetings are limited to use by legislatively credentialed media ONLY.

ATTENDING COMMITTEE MEETINGS:

- House committee meetings are held in Committee Rooms 1-6.
- Rooms 1 & 2 are located on the ground floor in Bigby Hall.
- Rooms 3-6 are located in Alario Hall down a set of steps at the end of Bigby Hall. An elevator is available.
- Senate Committee Rooms A-B,C,E, and F are located on the ground floor in Duval Hall. Access to the John Hainkel Committee Room is down a set of steps at the end of Duval Hall. An elevator is available.
- You may not approach the desk or dais to speak to committee members.
- Please place ALL cell phones and other electronic devices on silent/vibrate mode. You may take phone calls in the hallway only, not in committee rooms.
- Food and drinks are prohibited in committee hallways and committee rooms.

FOR YOUR COMFORT

- Restrooms and vending machines are available near the committee room hallways in the foyer of the ground floor. Water fountains are available near the restrooms, as well as in Bigby Hall and in Duval Hall. Restrooms and water fountains are also available in Alario and Memorial Halls.

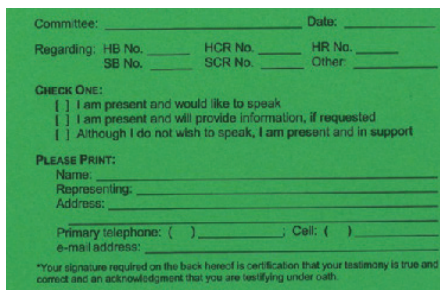
Your Legislators want to know your thoughts. Make sure they do.

The committee hearing is an opportunity to inform legislators of your position regarding pending legislation or just to observe the legislative process. However, the length of the meeting agenda and the number of people who wish to testify may require the imposition of time limitations. If you are with a group, it is advisable to appoint a spokesperson.

To register support or opposition...

You do not have to speak in committee to register your support or opposition to a bill. Please use the witness cards to indicate your position and whether you would like to testify. Green cards indicate support, red cards opposition, and white cards if you wish to provide factual information only.

Green cards are used to support an item



Committee: _____ Date: _____
Regarding: HB No. _____ HCR No. _____ HR No. _____
SB No. _____ SCR No. _____ Other: _____

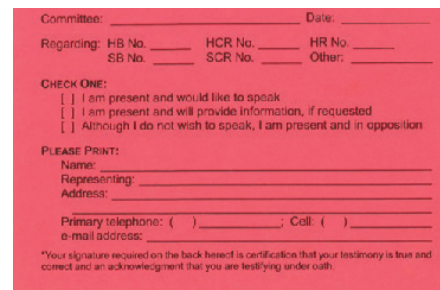
CHECK ONE:
☐ I am present and would like to speak
☐ I am present and will provide information, if requested
☐ Although I do not wish to speak, I am present and in support

PLEASE PRINT:
Name: _____
Representing: _____
Address: _____
Primary telephone: () _____; Cell: () _____
e-mail address: _____

*Your signature required on the back hereof is certification that your testimony is true and correct and an acknowledgment that you are testifying under oath.



Red cards are used to oppose an item



Committee: _____ Date: _____
Regarding: HB No. _____ HCR No. _____ HR No. _____
SB No. _____ SCR No. _____ Other: _____

CHECK ONE:
☐ I am present and would like to speak
☐ I am present and will provide information, if requested
☐ Although I do not wish to speak, I am present and in opposition

PLEASE PRINT:
Name: _____
Representing: _____
Address: _____
Primary telephone: () _____; Cell: () _____
e-mail address: _____

*Your signature required on the back hereof is certification that your testimony is true and correct and an acknowledgment that you are testifying under oath.



These witness cards are available in the committee room and overflow rooms on the witness tables. Carefully read, fill out, and sign the back of the witness card. Your signature is an oath that you will tell the truth. **If you wish to speak, please check the appropriate box on the card.** Please return completed cards to the designated staff member or sergeant-at-arms.

Important Note: You must fill out a separate card for each bill you are supporting or opposing.

Your oral and written comments and positions stated on the cards are important and become part of the permanent public record. Thank you for your opinion.

OBTAINING LEGISLATIVE MEDIA CREDENTIALS

- Go to <https://lco.legis.la.gov/press-credentialing> for more information