

PROCESS TO REQUEST RALLIES/PRESS CONFERENCES

Lt. Derwyn Parker is the first contact, cell 443-414-0899.

To request a rally or press conference, please submit a written request. If possible, please request **at least 15 business days prior to the date you wish to reserve the mall.**

Send your request via e-mail to the following individuals:

Derwyn.Parker@dgs.state.md.us

Cynthia.Turner@dgs.state.md.us

In addition you may fax your request to 410-974-2224.

Reserving the mall is first come, first served, by written request. We cannot hold dates.

We cannot begin the process until we receive complete information in writing.

Information should be on letterhead and must include:

A contact person with a phone, cell number, fax and e-mail.

The purpose/intention of the rally/press conference.

There is a **two (2) hour maximum** for reserving the mall which includes on-site preparation time.

Please include the actual hours (ex. 10:00 a.m. to 12:00 p.m.)

Number of people you expect.

Events can commence no earlier than 9:00 a.m. or be scheduled to start after 8:00 p.m. or finish after 9:00 p.m.

Events are to be confined in the area of Lawyer's Mall/Thurgood Marshall statue.

Part of the process includes a pre-rally walk through/meeting in Annapolis on Lawyer's Mall, which needs to be completed before your rally is confirmed.