

HQ Guidelines for Candidates

Hours: Headquarters is normally staffed Monday – Friday 9:00 AM – 5:00 PM.

<u>Use</u>:

- Headquarters conference room is available for use during business hours.
- Schedule usage by emailing: <u>Mark@DentonGOP.org</u> or calling 940-383-4446.
- You will be responsible for cleanup.
- Food and drinks are always permitted at HQ. If you bring food, please ensure you take all food / trash to the dumpster before leaving.
- News conferences are NOT permitted at HQ without prior permission from the County Chair or Executive Director.

Security:

- In the case of an emergency immediately call 911.
- Once the police arrive and/or the situation is under control, call Brent Hagenbuch 214-674-4164.

Use of Staff and HQ Volunteers:

Because HQ is neutral ground, HQ Staff and Volunteers are NOT permitted to support any candidate while at the HQs, including campaigning for or wearing campaign buttons, shirts, etc.

Signs and Campaign Materials:

- All candidates are encouraged to have campaign materials available at HQ for distribution.
- Candidates are required to remove all campaign materials and signs from HQ within 10 days after the election. Any items not removed become property of DCRP and will be recycled.

Not a Primary Election Document

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