
Re: Video Interview with Governor

1 message

Trotter, Suzy <suzy.trotter@iowa.gov>

Thu, Jul 23, 2020 at 12:51 PM

To: "Cross, Charlee" <charlee.cross@iowa.gov>, "Wiencek, Tami" <tami.wiencek@iowa.gov>

Below is a response for all three questions. Feel free to forward my cell phone number to the group if they need additional information.

Is there a specific location our film crew should unload?

The Capitol Building loading dock is located on the north side of the building as known as the West Public Entrance.

Where is the crew permitted to park?

Attached is the Capitol Complex Parking Map. The closest visitor parking for the crew would be in lot 6 or 7.

Do we need an insurance waiver for filming at the Capitol?

No. Pursuant to Iowa Administrative Code rule 11—100.4(6), Event Sponsor acknowledges responsibility and is responsible for any damages occurring during the Event and agrees to reimburse the State of Iowa and the Iowa Department of Administrative Services for such damage to state property, services provided by or through DAS to support the Event, and necessary clean-up after Event Sponsor departs the Capitol Complex.

Suzy Trotter, Capitol Complex Events Coordinator

Dept. of Administrative Services

Facilities Management Center

109 S. E. 13th Street, Des Moines, Iowa 50319

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suzy.trotter@iowa.gov



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On Thu, Jul 23, 2020 at 11:55 AM Cross, Charlee <charlee.cross@iowa.gov> wrote:

Charlee Cross, Chief Operating Officer

Dept. of Administrative Services - General Services Enterprise

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Office: (515) 725-2281

Cell: (515) 802-1653

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From: **Wienczek, Tami** <tami.wienczek@iowa.gov>
Date: Thu, Jul 23, 2020 at 11:53 AM
Subject: Fwd: Video Interview with Governor
To: Cross, Charlee <charlee.cross@iowa.gov>

Tami Wienczek – Legislative Liaison/Public Information Officer
Dept. of Administrative Services
Hoover Bldg., 3rd Floor
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Des Moines, IA 50319
Office – 515-725-2017
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tami.wienczek@iowa.gov



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From: **Flaherty, Jess** <jess.flaherty@iowa.gov>
Date: Thu, Jul 23, 2020 at 10:57 AM
Subject: Video Interview with Governor
To: Tami Wienczek <tami.wienczek@iowa.gov>, Heather Nahas <heather.nahas@iowa.gov>

Tami-

Pat Garrett gave me your name as a contact for coordination. Governor Reynolds has a video interview on Monday at 1:00 pm. They plan to shoot some footage in the formal office and some on the west steps of the Capitol. I will ask them to arrive between 11:30-12 for unloading and set up. Can you assist me with the following items:

- Is there a specific location our film crew should unload?
- Where is the crew permitted to park?
- Do we need an insurance waiver for filming at the Capitol?

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Jess Flaherty | Operations Manager
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Gov. Kim Reynolds & Lt. Governor Adam Gregg
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