

## Media Visit Information Request Form

<b>Dates of Media Visit or information request and deadline</b>	
<b>Individual or Group:</b> <i>(if group please list all members)</i>	
<b>Journalist Contact Information:</b> <i>(please include cell phone while traveling if available)</i>	
<b>Media names and title:</b> <i>Crew names (No. of crew members, desire to shoot at hotel property)</i>	
<b>Publication/Network:</b> <i>Name, mailing address and phone number (for freelance writers-please include sponsoring publications and editor contact information).</i>	
<b>Media Outlet Type:</b> <i>(Newspaper, magazine, travel show, television, radio, website, blog, guidebook, etc...)</i>	
<b>Audience Profile</b> <i>(Audience, demographics profile, geographic coverage)</i>	
<b>Circulation / Reach:</b>	
<b>Social Media Efforts:</b>	
<b>Commitment to Publish or Broadcast:</b> <i>Degree of commitment secured in advance of trip (i.e. assignment letter, level of commitment) and estimated date, size of feature appearance.</i>	
<b>Airdate / Publication date:</b>	
<b>Feature Title:</b> <i>(working title)</i>	

**Details** *(To be completed by Media)*

<b>Interest:</b> Feature content / story line / theme	
<b>Coverage for assisting association?</b>	
<b>Accommodation Assistance:</b> <ul style="list-style-type: none"><li>• Indicate assistance if required</li><li>• Number of beds, smoking versus non-smoking, etc.</li></ul>	
<b>Attractions Assistance:</b> <ul style="list-style-type: none"><li>• Indicate assistance if required</li></ul>	
<b>Specific Requirements or Detailed Services Requested:</b>	
<b>Additional Requests/Comments</b>	
<b>Send to:</b>	Jody Franklin <a href="mailto:tourism@eldoradocounty.org">tourism@eldoradocounty.org</a> or fax to 530-642-1624 Please provide any publicity copies as a result of these arrangements.