

Complete and fax this form to Connie Stelter at 612.767.8042

(Please include a letter of assignment on letterhead from the media outlet you are representing)

MEDIA TRIP REQUEST FORM

Today's date: _____

I need a response by: _____

My deadline: _____

Name: _____

Telephone: _____

Email: _____

Address: _____

City: _____ State: _____ Zip: _____

Please select one of the following:

I work for a media outlet and have a feature story scheduled on Minneapolis

I am a freelancer with a contract to do a travel-related story on Minneapolis

Other, please describe: _____

Media Outlet: _____

Distribution Area: _____

Circulation: _____

Frequency: _____

Assigning Editor: _____

Telephone: _____

Email: _____

Address: _____

City: _____ State: _____ Zip: _____

MEDIA GUIDELINES

We will host your trip if:

- You work for a media outlet and have a feature story scheduled on the city
- You are a freelancer with a contract* to do a travel-related story on the city

**If you are a freelancer without a contract, staff can provide you with information on Minneapolis, make suggestions for your itinerary and, when possible, meet with you during your visit.*

Qualified media may receive assistance in the following areas:

- Tailored itineraries, personalized city tours, and complimentary admissions, meals and accommodations
- Coordination of interviews and contacts with Minneapolis leaders, personalities and restaurateurs
- Media materials on Minneapolis attractions, backgrounders and regional facts/stats
- Color images in digital format (300 dpi)
- B-roll

We cannot provide:

- Airfare
- Rental car
- Host locations are not always able to accommodate spouses, children and visitor accompanying working media

DO YOU HAVE QUESTIONS?

Please contact
Connie Stelter
Public Relations Manager
612.767.8042
lee@meetminneapolis.com

ABOUT YOUR STORY:

Story Angle: _____

Projected Run Date: _____

Special Interests:

Shopping

Dining

Theater

Culture

Family

Budget

Seniors

Recreation

Other Requests:

ABOUT YOUR VISIT:

When was your last visit to Minneapolis? _____

Have you confirmed your travel arrangements? YES / NO

Confirmed Arrival Date/Time: _____

Confirmed Departure Date/Time: _____

Hotel Arrangements Needed?: YES / NO

If complementary arrangements are not available, will you accept press rates?: YES / NO

If yes, what price range?: _____

Are you able to provide a credit to hotels, restaurants, attractions, etc. that provide complementary services?: YES / NO

Number of people in your group: _____

Names/titles of those in your group: