**Please read below before completing the form:**

**-All press trip requests are assessed on a case by case basis.**

**-Tourism Kelowna requires an audience at minimum of 10,000 unique monthly viewers or circulation in order to provide hosting for press trips.**

**-**Please note that any flight changes and change fees once booked by Tourism Kelowna are the responsibility of the visiting journalist.

|  |  |  |
| --- | --- | --- |
| **Name of visiting media:** |  | |
| **Names as shown on Government issued ID/passport (for flight booking purposes):** |  | |
| **Date of birth (for flight booking purposes):** |  | |
| **Type of media: (ie; TV, radio, website, blogger)** |  | |
| **Number in party:** |  | |
| **Visit dates requesting:** |  | |
| **Names of 2 Canadian Destination Marketing Organizations who have hosted you on a press trip in the last year:** |  | |
| **Main contact person:** | Name:  Address:  City:  Prov./State:  Postal Code/Zip:  Phone Number:  Email: | |
| **Publication / Website / Network / Outlet:** |  | |
| **Media type: (magazine/newspaper/ website/blog etc)** |  | |
| **Publication contact person: (eg. Managing Editor)** | Name:  Address:  City:  Prov./State:  Postal Code/Zip:  Phone Number:  Email:  Letter of Assignment attached (Y/N): | |
| **Story Title:** |  | |
| **Story Content / Interest:** | Culinary  Golf  Wine  Ski  Family  Adventure Travel/Athletics | Meetings & Conventions  Group Travel  Eco Travel  Gay/Lesbian Travel  Heritage and Cultural  Getaway Travel |
| **Story Length:** |  | |
| **Airdate / Publication date:** |  | |
| **Additional media outlets being pitched:** | 1.  2.  3. | |
| **Specify coverage for Tourism Kelowna: (ie; inclusion of our website and toll free number)** |  | |
| **Photographer:**  Please indicate if Tourism Kelowna will have complimentary rights to images for promotion (non-editorial) use. | Name of Photographer:  Will Photographer come on separate visit?  Will Tourism Kelowna be granted rights to images? | |
| **If freelance, please advise if you are on assignment. Please attach assignment letter or referral to editor.** |  | |
| **Food allergies or nutrition requirements:** |  | |
| **Specific requirements or specific services requested:** |  | |
| **Market area (geographic) and demographics:** |  | |
| **Circulation/audience size (website/blog writers, please provide unique visitors monthly):** |  | |
| **Advertising value of article/coverage: (C$), if known:** |  | |
| **Additional information:** |  | |

If you have any questions, please contact Chris Shauf, Director of Marketing & Communications,

Tourism Kelowna at 250-861-1515 ext. 203 or <mailto:chris.shauf@tourismkelowna.com>