**PRESS TRIP REQUEST**

**Planning a visit to research a travel story? We can help!**

The Monterey County Convention & Visitors Bureau coordinates press trips for qualified members of the press who are on assignment.  Please note that arrangements are provided at the discretion of the MCCVB and its partner businesses; and are subject to availability.

Please return this form filled out to JohnDavid@seemonterey.com

Guidelines

In order to best serve you, we ask that the following guidelines be followed when requesting FAM trips:

* Complete the online FAM Request Form (found below).
* Contact the CVB at least six weeks in advance, for a successful visit.
* If less than six-week notice is given, we will attempt to assist in every way we can.
* Midweek visits are encouraged and for best results, schedule your trip to take place before or after summer.

**Top of Form**

**Contact Information**

First Name:



Last Name:



Primary Phone:



Mobile Phone:



Email:



Address:



City:



State:



Zip Code:



Physical Country:



Number of people traveling with you:



Additional traveler details:



Additional information about your trip:



 **Accommodations**

Hotel arrangements needed?:

Are you seeking a media rate or complimentary lodging?:



What is your media outlets required rate?:

$

Arrival date to Monterey:



Arrival time to Monterey:



Departure date from Monterey:



Departure time from Monterey:



Will the arranged hotel be mentioned in the story?:

Number of single rooms:



Number of double rooms:



Will you be traveling with children?:



If yes, number of children\ages:



Will your spouse or significant other be traveling with you?:

How will you be traveling to Monterey?:



 **Additional Services**

Would you like to have a MCCVB representative join you in any activities?:

If so, please specify which activities:



Please fill in any other required services or activities:

*EX: Meals, activities, interviews and food restrictions*



Would you like to receive our visitor newsletter?:



**Outlet Information**

Outlet:



Your relationship to the outlet:



Circulation/Audience size:



Will your story have an online component?:

Unique Monthly Visitors:



Frequency of Publication:



Tell us about your readers:



Tell us about your story angle:



When is your story slated to run?:



Outlet Website:



Personal Website:



Facebook:



Twitter:



Other Social Media:



Can we assist you with images or in any other way?:



Bottom of Form