**Media Visit Request Form**

**Please complete this form and return to** [**press@visitcountydurham.org**](mailto:press@visitcountydurham.org)

All press trips must be authorised before visit and itineraries are created bespoke to each journalist’s requests.

|  |  |
| --- | --- |
| **Personal Information** | |
| Name |  |
| Position |  |
| Address |  |
| Email |  |
| Telephone number |  |
| Mobile number |  |
| **Editorial Information** | |
| Publication name |  |
| Website |  |
| Brief description |  |
| Circulation |  |
| Readership/demographics |  |
| Frequency |  |
| Feature title |  |
| Brief description of feature  *Topic, angle, etc.* |  |
| Feature length |  |
| Will feature contain images? |  |
| Will feature mention individual attractions, activities, accommodation, restaurants etc. used during media visit? |  |
| Will [www.thisisdurham.com](http://www.thisisdurham.com) be referenced in the article? |  |
| Publication date |  |
| If freelance, do you have a commission?  *Evidence may be required.*  *Please provide contact details including name, tel and email of commissioning editor* |  |
| **Media Visit Details** | |
| Arrival date to Durham |  |
| Departure date |  |
| No. of people in party  *Please provide names of additional people* |  |
| Special requirements  *Dietary or other* |  |
| **What assistance from Visit County Durham are you looking for in planning this trip?**  *Please note this is a wish list only as unfortunately not all requests can be accommodated* | |
| Itinerary planning |  |
| Accommodation  *Please specify accommodation type, room type and area* |  |
| Interviews  *Would you like interviews arranged? Who with?* |  |
| Transport  *How will you travel to and from Durham? How will you get around?* |  |
| Entry to attractions, gardens, historic buildings etc.  *Are guided tours required?* |  |
| Meals |  |
| Activities  *Please specify type* |  |

*By signing below, I confirm that I will produce the coverage described above if Visit County Durham arranges the media trip.*

*I understand that if I have to cancel a trip, and transport and accommodation costs have been previously arranged, I will be held liable for any incurred costs subject to the cancellation policy. For example, if Visit County Durham pays for accommodation that requires 48 hours’ notice for cancellation, and I cancel within 48 hours of arriving, I must reimburse Visit County Durham for the full amount paid towards accommodation.*

*Activities and accommodation requests are all subject to partner availability. We will not be able to cover costs for additional incidentals; additional meals, taxi fares, beverages and alcohol not outlined in the itinerary.*

**Name:**

**Signature:**

**Date:**