



# Media Trip Request Form

Complete and fax this form (two pages) to Julie Rygg at 701.746.0775  
*Please include a letter of assignment on letterhead from the media outlet you are representing*

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Today's Date: \_\_\_\_\_

I need a response by: \_\_\_\_\_

My deadline: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State/Province, Zip/Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Please select one of the following:

- I work for a media outlet and have a feature story scheduled on Greater Grand Forks
- I am a freelance writer with a contract to do a travel-related story on Greater Grand Forks
- Other, please describe: \_\_\_\_\_

Media Outlet: \_\_\_\_\_

Distribution Area: \_\_\_\_\_

Circulation: \_\_\_\_\_

Frequency: \_\_\_\_\_

Assigning Editor: \_\_\_\_\_

Address: \_\_\_\_\_

City, State/Province, Zip/Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

## About Your Story:

Story Angle: \_\_\_\_\_

Projected Run Date: \_\_\_\_\_

Special Interests:

- Shopping
- Dining
- Arts & Culture
- Recreation
- Events
- Sports
- Family
- Budget
- History

Other Requests:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## About Your Visit:

When was your last visit to Greater Grand Forks? \_\_\_\_\_

Have you confirmed travel arrangements?

- Yes      Arrival date/time: \_\_\_\_\_ Departure date/time: \_\_\_\_\_
- No

Hotel arrangements needed?

- Yes
- No

If complimentary 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 complimentary services?

- Yes
- No

Number of people in your group: \_\_\_\_\_

Names/titles of those in your group:

- 1.
- 2.
- 3.
- 4.
- 5.