

Media Trip Interest Form

TRAVEL DATES

Today's Date:	
*Date of Arrival:	
*Date of Departure:	

Meet Minneapolis reserves the right to determine a "reasonable" amount of days for a media request, based on stated story focus and length. Media assistance must be requested at least four weeks in advance and is subject to availability.

JOURNALIST INFORMATION

Please contact me by:	Phone	Email
*Full Name:		
Full Address:		
*Phone Number:		
*Email:		
Emergency Contact Name and Phone:		

MEDIA OUTLET INFORMATION

*Media Outlet Name:	
*Journalist's Title:	
Media Type (Newspaper, Radio, TV, Podcast, Website, Blog):	
Audience Demographic:	
Media Type:	
Distribution:	
*Publication Circulation/Audience Numbers/ Unique Visitors Per Month:	
Outlet Profile (topic/focus of media outlet):	
Outlet Website:	

SOCIAL MEDIA & ONLINE

Social Media Platform	Reach	Anticipated Coverage
Facebook		
Twitter		
Pinterest		
Instagram		

Youtube		
Other Platforms		

ANTICIPATED RESULTS

Anticipated Publication Date/Air Date	
Expected Coverage Results (number of stories/posts planned)	
Assigning Editor	
*Letter of Assignment	Yes No

*Note: If “yes”, please email kristenm@minneapolis.org

PREVIOUS MINNEAPOLIS SPONSORED VISITS

Date(s)	
Results from assisted visit(s)	

JOURNALIST STORY GOALS

What is your story focus?	
Requested experiences:	

JOURNALIST’S ARRANGEMENTS

Will you be making any independent arrangements? If so, explain:

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TOURING DETAILS

Requested Accommodations	
*Will you accept a media rate if a comp is not available?	
How many rooms requested?	
How many working media?	
How many accompanying guests? (Include if any are children)	
How will you include coverage of host partners?	
How will you include Meet Minneapolis’ web site?	

(A direct link is requested within or at end of story)

HOW CAN WE ASSIST WITH YOUR VISIT?

Interview arrangements

a. Whom do you wish to interview? Dates/Times:

Customized itinerary – first, please visit Minneapolis.org and look at the suggested itineraries and partner businesses/attractions/etc. that interest you, then be specific on any request you have:

- a. I need recommendations for attractions, activities and dining
- b. I need tickets to attractions, activities and dining reservations – please include dates/times you wish to include for these:
- c. I need a detailed day-by-day itinerary, with tickets and reservations included, at the discretion of Meet Minneapolis

I'd like a personalized city tour with a Meet Minneapolis representative

Preferred Date(s) and Time(s) for specific activities (include arrival/departure times if you are looking for a full itinerary):

ADDITIONAL REQUESTS/COMMENTS/QUESTIONS:

PLEASE RETURN TO:

Kristen Montag
Meet Minneapolis
Communications & PR Manager
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(F): 612.767.8039
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