Please complete and return this from to [jackie@tourism-angles.co.uk](mailto:jackie@tourism-angles.co.uk). Due to the volume of requests we receive, we are unable to assist media visits without this information**.**

# Attendee

|  |  |  |  |
| --- | --- | --- | --- |
| Name and position |  | | |
| Contact details | Email:  Telephone: | | |
| Proposed arrival date and approx. time |  | Departure date and approx. time |  |
| Accompanying people: names + position |  | | |

# Coverage

|  |  |  |  |
| --- | --- | --- | --- |
| Primary Media Outlet |  | Media Type |  |
| Confirmed commission? |  | Commissioning editor |  |
| Story Angle / Feature Synopsis |  | | |
| Expected timing of publication or broadcast |  | | |
| Website link |  | | |
| Audience reach figure |  | | |
| Social Media Reach  (if appropriate) |  | | |
| Planned output to be delivered from your visit |  | | |

# Accommodation Arrangements

|  |  |  |  |
| --- | --- | --- | --- |
| Do you require overnight accommodation? |  | Type of room  Single/Double/Twin |  |
| How will accommodation be included in coverage? |  | If complimentary arrangements are not available, will you accept press rate? |  |

# Eating Arrangements

|  |  |  |  |
| --- | --- | --- | --- |
| Do you prefer either suggestions or definite arrangements for lunch / dinner? |  | How will restaurant/café/pub be mentioned? |  |
| Any Dietary Requirements? |  | If complimentary arrangements for food aren't available, is a press rate acceptable? |  |

# Itinerary Planning

|  |  |
| --- | --- |
| Your preference is for | a planned and timed itinerary  suggestions and flexibility |
| Your transportation arrangements | using own car  using Public Transport |
| Areas of interest you particularly wish to cover |  |
| Additional Information/Requests |  |

**What happens next?**

On receipt of this information we will make tailored suggestions and then prepare information with details of what has been agreed/arranged based on your requirements. There is no media pass covering all attractions, therefore media requests are made on an individual basis and this can take a little time. Where relevant, we will supply local partners with details of your social media accounts for them to follow and share engagement with you.

**The Royal Borough of Windsor relies on partner support to facilitate media visits – which is generally provided on a complimentary or media rate basis. In return there is an expectation of a mention/weblink, notification of resulting feature and copy of coverage.**