

## **Visit Vancouver WA Media Hosting Policy**

The Visit Vancouver WA Marketing and Communications department is dedicated to supporting qualified members of the press and content creators in their visit arrangements. Our approach is personalized and tailored to each individual request, considering factors such as the story angle, advance notice, time of year, length of stay, and the availability of accommodations and attractions in the Vancouver area. To ensure a smooth and efficient process, please review the following steps before submitting your media trip request:

- Contact the Marketing and Communications department well in advance, ideally with at least 30 days' notice. Your cooperation in providing sufficient lead time is greatly appreciated.
- Include a detailed assignment description from the media organization you represent, including the intended deliverables, story length (word count or running time), and the scheduled publication or airing date.
- Specify the circulation or audience size of your media organization and provide any relevant demographic information or profiles. For online publications, please include website analytics and social media reach data.
- Prepare to share samples of your previously published stories. This information is particularly valuable if you are a freelance journalist or blogger, as it helps us better coordinate your visit.
- Depending on the nature of your assignment, Visit Vancouver WA may be able to
  provide assistance with accommodations, suggested itineraries, attraction passes, and
  more. Please note that complimentary arrangements are offered at the discretion of
  host businesses, subject to availability and interest. Some blackout periods may occur
  during peak seasons, such as summer and holidays, which may require a press rate.
  Additionally, please be aware that complimentary accommodations include only the
  room rate and tax, excluding incidentals or room service.
- Upon request, Visit Vancouver WA will consider providing airfare and ground transportation assistance. Furthermore, we are happy to supply you with a list of local transportation services if needed.

By following these guidelines, we can ensure a successful collaboration and enhance your experience while visiting Vancouver. We appreciate your understanding and cooperation, and we look forward to working with you to showcase the best of our destination.