



Visiting Wichita: Guidelines for Media

Visit Wichita helps host individual media visits to Wichita. We will provide qualified media (based on guidelines below) with suggested itineraries, assistance in coordination with interested hotels, restaurants and attractions for journalists on assignment.

Due to budget constraints, media may be responsible for transportation arrangements. In some cases, a stipend may be available to assist. Efforts will be made to help secure complimentary or reduced rates for lodging, attractions and some meals. Any expense submitted for reimbursement must be approved prior to incurring the expense.

Guidelines:

1. Journalist/travel writer must contact Visit Wichita at least two months prior to the planned trip. Send request attention to: Jessica Sawatski, jsawatski@visitwichita.com, or via mail at 515 S. Main St., Suite 515, Wichita KS 67202.
2. Please include in your correspondence: the purpose of your visit, your publication, blog or broadcast affiliation, audience demographics, circulation, tentative or scheduled date of publication, and confirmation of whether you are on assignment, and if so, the respective publication.
3. Provide samples of previous work, including recent articles and broadcasts.
4. Once your visit is complete, please submit any outstanding, approved expenses and links and/or printed copies of the resulting article(s) or broadcast(s) resulting from your visit.

Requirements:

1. Publish at minimum one article or broadcast based on your visit to Wichita.
2. If you have social media channels, post at minimum once on each relevant channel about your visit to Wichita.
3. Include a link/hyperlink to VisitWichita.com in your article or display or mention it in broadcast.

Areas of Interest:

Please note an area of interest (list all that may apply). Some sample topics include: dining, shopping, outdoor adventures, history, culture, family-friendly, sports, girls getaway, seasonal activities, meetings/conferences, special events, etc.

Questions to help us get to know you:

- Can you provide a brief overview of the content of your story?
- Will the story feature Wichita only or include other destinations?
- Have you published any stories about Wichita in the past? If yes, can you please provide a brief overview (and links to) that story?
- Will you be traveling by car or air?
- When are you planning your visit to Wichita?
- Are there any specific "must-include" items you want to experience?
- Any food preferences or specifications?