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**CHATTANOOGA, TENNESSEE**

**INDIVIDUAL MEDIA ASSISTANCE REQUEST**

Thank you for your interest in the Best Town Ever! To initiate a visit, please fill out this form and email it within

**10 business days of your visit**. If multiple media are traveling together, this information must be submitted for each media person who will be working on the story.

**Please return this Media Assistance Request form to:**

Candace I. Litchfield, Marketing & Public Relations Manager

candacel@chattanoogacvb.com | 423-424-4430 | chattanoogafun.com

**TRAVEL DATES**

* Date & approximate time of arrival:
* Date & approximate time of departure:

*\*CVB reserves the right to determine a “reasonable” amount of days for a media request based on your story focus and length.*

**MEDIA INFORMATION**

* Full name:
* Title:
* Date of Birth:
* Full mailing address:
* Cell phone:
* Email:
* Emergency contact:
* Special food requirements:
* # of adults traveling with you:
* # of children traveling with you:

*\*Costs incurred by family members/friends traveling with the writer will not be paid by the CVB.*

**ARTICLES**

Links to articles published within six months prior to your media request:

* Article 1:
* Article 2:
* Article 3:

*\*All media are required to submit three or more samples of articles.*

**MEDIA OUTLET INFORMATION**

* Media type:
* Media name:
* Media website:
* Media demographics:
* Language:
* Circulation/audience numbers:
* Website unique visitors:
* Media outlet profile (overview of publication):
* Advertising rates:
* Value of published article:

*\*Online media please provide Google analytics information.*

**ANTICIPATED RESULTS**

* Date of publication/air date:
* Expected coverage results:
* Assigning editor:

**SOCIAL MEDIA PLATFORMS**

* Facebook fans/followers:
	+ Link:
* Twitter fans/followers:
	+ Link:
* Instagram fans/followers:
	+ Link:
* Pinterest fans/followers:
	+ Link:
* YouTube fans/followers:
	+ Link:
* Will content be published/shared on any of the publication’s social media outlets?
	+ If yes, which ones?:

**PREVIOUS CHATTANOOGA SPONSORED VISIT(S)**

* Dates:
* Results from assisted visit(s) – include links:

**JOURNALIST STORY GOALS**

* Story focus:
* Requested Chattanooga experiences:
* Requested interviews:

**MORE INFORMATION**

[Chattanooga CVB Website](https://www.chattanoogafun.com/)

[Chattanooga Image Library](https://www.chattanoogafun.com/asset-request/)

[Chattanooga Visitors Guide](https://www.chattanoogafun.com/plan-your-trip/visitors-guide/)

[Chattanooga Events Calendar](https://www.chattanoogafun.com/events/)

[Chattanooga Blog](https://www.chattanoogafun.com/blog/)

[Chattanooga Fun Facebook](https://www.facebook.com/ChattanoogaFun)

[Chattanooga Fun Twitter](https://twitter.com/chattanoogafun)

[Chattanooga Fun Instagram](https://www.instagram.com/chattanooga_fun/)