####

**Thank you for your interest in Toronto!**

Destination Toronto receives a large volume of requests from local, domestic and international media. All requests for assistance will be vetted against our current strategic plans.

Please note that not all requests for assistance will be approved. In order to help us qualify your request for assistance we ask that you submit the following information to the contact noted below. If your opportunity to feature Toronto aligns with our strategic plan, and top media list, Destination Toronto will scale its offering of assistance.

For earned media opportunities that qualify, Destination Toronto will make every effort to aid you in your planning process. This will be dependent on Destination Toronto’s human resource availability, access to partners, budgets and how far in advance your request is received by our team.

**PLEASE NOTE –** *Our team currently needs a minimum of 4 weeks notice or more in order for us to qualify and coordinate with journalists. Any requests for assistance that are received without the minimum advance notice will be difficult for us to vet, approve and/or support.* ***Please fill out this form in its entirety to the best of your ability and ensure all mandatory sections are complete or we will not be able to approve your request.***

Find information and inspiration to help you plan[**here.**](https://www.destinationtoronto.com/)

Travelling from outside Canada? Find more information on [**international travel into Canada.**](https://www.destinationtoronto.com/health-safety/#health-safety-international-travel)

**SITE VISIT WAIVER**

I, the undersigned, acknowledge that I have volunteered to participate in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (the “Trip”). This includes, without limiting the foregoing, any accident, injury, illness, property damage or loss in connection with accommodations, transportation or other travel services procured by me or for me by DESTINATION TORONTO in connection with the Trip; my participation in any activities in while on the Trip; and any loss or additional expense I may incur due to delay or changes in schedule or extended stay in destination in connection with the Trip. I further understand and agree that the accommodations, transportation and activities provided to me on the Trip are furnished by a third party and that DESTINATION TORONTO shall not be responsible for any accident, injury, illness, property damage or loss caused by any act or omission of said contractors, or for the accuracy of any representations by them regarding the accommodations, transportation and activities provided to me in connection with the Trip.

While in Toronto, Ontario I will follow all public health guidelines, regulations, protocols, or other requirements imposed by local municipal, provincial or federal authorities of Canada relating to the COVID-19 pandemic, including those required by an Affiliate. I understand these requirements will or may include double vaccination prior to entering Canada or isolation. I will not participate in the “Trip” if I have contracted COVID-19 within 10 calendar days of the start date of the Program. I will promptly advise my DESTINATION TORONTO Contact if I experience any symptoms of COVID-19 while on the “Trip”. I agree that if I contract the COVID-19 virus or have any symptoms during the “Trip”, I will not participate in the remainder of the “Trip” and will promptly undertake any testing or isolate, as may be required under public health guidelines, regulations, or protocols. I understand and agree that in the event that I have to isolate either upon my arrival in Canada or during the “Trip”, I will be responsible for any and all costs, direct and indirect, related to isolating, including accommodation and testing. Toronto no longer has masking or proof of vaccination requirements unless businesses or event organizers wish to implement them voluntarily.

I hereby acknowledge that I have read this site visit waiver and agree to the terms and conditions set forth herein.

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*\*indicates mandatory field*

#### **\*JOURNALIST INFORMATION**

| **Full Name:** |  |
| --- | --- |
| **Phone:** |  |
| **Cell Phone:** |  |
| **Email:** |  |
| **Destination Traveling From (please indicate form of transportation desired as well):** |  |

#### TRAVEL DATES & FLIGHTS (Flight Details \*only required if Destination Toronto is sponsoring your flight\*)

| Date of Arrival: |  |
| --- | --- |
| Date of Departure: |  |
| Departure Airport Preference:  |  |
| Return Flight Time Preference: |  |
| Passport Number |  |
| Passport Issue Date and Expiry Date: |  |
| DOB (M/D/Y):  |  |

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#### **MEDIA OUTLET INFORMATION**

| **\*Media Outlet Name:** |  |
| --- | --- |
| **\*Geographic Market of Media Outlet (indicate if global):** |  |
| **Journalist’s Title:** |  |
| **\*Media Type:** |  |
| **Audience Demographic:** |  |
| **\*Publication Type:** |  |
| **Distribution:** |  |
| **\*Publication Circulation or Audience Numbers/UV (if global, please indicate geographic breakdown by key markets):** |  |
| **\*Outlet Profile:** |  |
| **\*Outlet Website:** |  |
| **Advertising Value**  |  |

#### **SOCIAL MEDIA AND ONLINE *\*MANDATORY IF PART OF YOUR COVERAGE\****

| **Social Media Platform** | **Reach** | **Anticipated Coverage (number of posts and type of coverage – stories, videos, static posts, etc.)** |
| --- | --- | --- |
| **Facebook:** |  |  |
| **Twitter:** |  |  |
| **Pinterest:** |  |  |
| **Instagram:** |  |  |
| **YouTube:** |  |  |
| **Other Platforms:** |  |  |

#### **ANTICIPATED RESULTS**

| **\*Publication date/Air date:** |  |
| --- | --- |
| **\*Expected coverage results:** |  |
| **Assigning Editor:** |  |

#### **\*JOURNALIST STORY GOALS *\*THIS IS IMPORTANT TO DETERMINE IF YOUR STORY ALIGNS WITH OUR RECOVERY PLAN PRIORITIES\****

| **What is your Story Angle?** |  |
| --- | --- |
| **Products & Experiences you want to feature:** |  |
| **Accommodations you want to feature:** |  |

#### **\*WHAT ARE YOU ASKING FOR ASSISTANCE WITH?**

| **Support in crafting itinerary** | Y or N |
| --- | --- |
| **Access to be arranged for experiences noted above?**  | Y or N |
| **Financial support – hotel stay** | Y or N |
| **Financial support – travel to Toronto**  | Y or N |
| **Other? Provide details** |  |

| **\*Will you include coverage and mention of host partners?** | Y or N |
| --- | --- |
| **\*Will you include Destination Toronto’s web site?** | Y or N |

#### **PLEASE RETURN TO:**

####

Media Relations Department

Destination Toronto

media@destinationtoronto.com