



Media Trip Request Form

Complete and fax this form (two pages) to Jenna Walton at 218-634-2915

Please include a letter of assignment on letterhead from the media outlet you are representing.

Today's Date: _____

I need a response by: _____

My deadline: _____

Name: _____

Address: _____

City, State/Province, Zip/Postal Code: _____

Phone: _____ E-mail: _____

Please select one of the following:

_____ I work for a media outlet and have a feature story scheduled on Lake of the Woods

_____ I am a freelance writer with a contract to do a travel-related story on Lake of the Woods

_____ Other, please describe: _____

Media Outlet: _____

Distribution Area: _____

Circulation: _____

Frequency: _____

Assigning Editor: _____

Address: _____

City, State/Province, Zip/Postal Code: _____

Phone: _____ E-mail: _____

About Your Story:

Story Angle: _____

Projected Run Date: _____

About Your Visit:

When was your last visit to Lake of the Woods? _____

Have you confirmed travel arrangements?

Yes Arrival date/time: _____ Departure date/time: _____
 No

Hotel arrangements needed?

Yes
 No

If complimentary arrangements are not available, will you accept press rates?

Yes
 No

If yes, what price range?

Are you able to provide a credit to hotels, restaurants, attractions, etc. that provide complimentary services?

Yes
 No

Number of people in your group: _____

Names/titles of those in your group:

- 1.
- 2.
- 3.
- 4.

Other Requests:

