

CATALINA ISLAND CHAMBER OF COMMERCE
PRESS TRIP REQUEST FORM

Thank you for your interest in Catalina Island! In order to assist you with planning a visit to the Island, please submit the following details at least 2 weeks prior to the departure. The Catalina Island Chamber of Commerce & Visitors Bureau will make every effort to work with you on your arrangements and can assist with transportation to and from Catalina, lodging, and activity needs as it relates to your assignment. Please submit to dharris@CatalinaChamber.com or fax to 310-510-7607.

CONTACT DETAILS: *Name, Address, Telephone Number, Fax Number, E-mail Address for Writer*

PUBLICATION INFORMATION: *Name of Publication, Frequency (Daily, Weekly), Circulation, Expected Date of Article*

BROADCAST INFORMATION: *Name of Program or Series, Audience Numbers, Expected Date/Time of Broadcast*

SIZE OF PARTY: *Writer traveling alone or with a Photographer, Names and Titles of all in Party*

TRANSPORTATION TO/FROM ISLAND REQUIREMENTS: *(Location and Approximate Time of Mainland & Island Departure)*

ITINERARY*: *Desired Needs for Accommodations and Activities and exact dates*

ACCOMMODATION REQUIREMENTS*: *Single or Double Occupancy, Smoking/Non-Smoking, etc. If critical to story angle, please specify specific accommodation request (Bed & Breakfast, dive-friendly, etc.)*

HOST PROPERTY CREDIT: *Please Note if Host Property/s Will Receive Credit.*

ASSIGNMENT LETTER: *Please Attach a Letter of Assignment from the Editor*

* Note: Accommodations and activities are typically secured at a complimentary or a discounted media rate. However, certain factors may preclude that from happening (high season, busy weekend, holidays, convention in town effecting availability, etc.). Traveling companions may or may not be offered discounted or complimentary media rates.