# Guidelines

For the best service possible, please follow the guidelines below for individual media tour requests.

Please note that we receive a high volume of media requests and will respond to all requests within 7 business days. We do host media based on a vetting system to pre-qualify all media opportunities.

* Complete the online Media Tour Request Form (found below).
* If qualified, there is a six-week minimum lead time to process and create an itinerary.
* Due to a limited budget, the Sedona Chamber rarely assists with travel costs, such as ground or airfare.
* If the dates of travel are flexible, please consider scheduling the trip during the off-peak season, during midweek in Summer or Winter months. The chances of a hosted press trip greatly increase during these timeframes.
* Preference will be given to media on a qualified assignment.
* Bloggers/Influences must represent a quality website and demonstrate a healthy audience, and/or be active on social media (Facebook, Twitter, Instagram, etc) throughout their tour. We encourage a commitment of producing at least one blog/story on their website and/or several social media postings.

# Media Tour Request Form

Please fill in the information below, and if you have any questions or need any additional information, please contact Emma Keider, at pr@sedonachamber.com or 928.204.1123 (ext. 170).

## Personal Information

First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Last Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street/Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Country: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

☐ I would like to receive emails with the latest media updates.

Biography:

## Social Information

Website URL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Number of Impressions: \_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Number of Page Views: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Facebook URL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* # of Followers: \_\_\_\_\_\_\_\_
* Average # of Engagements per Post: \_\_\_\_\_\_\_\_

Twitter Handle: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* # of Followers: \_\_\_\_\_\_\_\_
* Average # of Engagements per Post: \_\_\_\_\_\_\_\_

Instagram Handle: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* # of Followers: \_\_\_\_\_\_\_\_
* Average # of Engagements per Post: \_\_\_\_\_\_\_\_

Pinterest URL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* # of Followers: \_\_\_\_\_\_\_\_
* Average # of Engagements per Post: \_\_\_\_\_\_\_\_

Youtube Channel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* # of Subscribers: \_\_\_\_\_\_\_\_
* Average # of Engagements per Post: \_\_\_\_\_\_\_\_

## Publication Information

Name of Media Outlet: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Format/Type: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ad Value: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Circulation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Distribution Area: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Unique Web Visitors/Month: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Newsletter Subscribers: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Editorial Interests/Story Angles:

Are you on assignment? ☐ Yes ☐ No

If Yes, please attach a letter of assignment from the editor and copies of recently published articles.

Additional Portfolio Details:

Requested Dates of Visit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Guest(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship to Guest(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Special Requests:

**Please be sure to follow our social media channels!**

**Websites:** [VisitSedona.com](https://visitsedona.com) | [SedonaSecret7.com](http://sedonasecret7.com/) **Facebook:** [VisitSedona](https://www.facebook.com/VisitSedona/)

**Twitter:** [@SedonaAZ](https://twitter.com/SedonaAZ) | [#sedonaescape](https://twitter.com/search?q=%23sedonaescape) | [#sedonasecret7](https://twitter.com/search?q=%23sedonasecret7) **Instagram:** [@VisitSedona](https://www.instagram.com/visitsedona)

**Pinterest:** [VisitSedona](https://www.pinterest.com/visitsedona/) **Youtube Channel:** [SedonaAZ1](https://www.youtube.com/user/SedonaAZ1/channels)