MEDIA REQUEST FORM

## *All sections of this form must be completed*

## In return for our assistance, you must include a mention of [www.visitlondon.com](http://www.visitlondon.com) in your feature.

## We ask all journalists who would like assistance with their trip to London to fill out this form so that we can evaluate how we can best help with your visit.

Before filling in this form, please read our [**Media Visit Guidelines**](http://www.londonandpartners.com/media-centre/resources/media-visit-guidelines)

|  |  |
| --- | --- |
| Personal Information | |
| Journalist name |  |
| E-mail |  |
| Phone |  |
| Editorial Information | |
| Publication name |  |
| Brief description | *(Including country of publication)* |
| Circulation Figures |  |
| Readership/demographics |  |
| Brief description of feature (topic, angle, etc) |  |
| Feature length |  |
| Will feature contain images? | *(Images available at* [***https://photos.london/press/***](https://photos.london/press/)*Please state if travelling with photographer)* |
| Publication date |  |
| Name & email address of commissioning editor | *(Please attach evidence of commission. If you are the editor please state. Without commission attached, we cannot process form)* |
| Trip details | |
| Arrival date in London |  |
| Departure date |  |
| No. of people in party | *(If travelling with children please state ages)* |
| Hotel\* | *(If required please state dates and what you can offer the hotel in return for a media rate or complimentary stay)* |
| Attractions | *(If required please state which attractions you need contact information for)* |
| Restaurants | *(If required please state budget/ cuisine/ area and we can send suggestions/ contact where relevant)* |
| Other | *(Please state any other assistance you require)* |

**Please return to** [**press@londonandpartners.com**](mailto:press@londonandpartners.com)**. We will be in touch shortly.**