

MEDIA REQUEST FORM

All sections of this form must be completed

In return for our assistance, we require the following:

- A mention of Visit London or www.visitlondon.com in your feature
- A minimum of **four weeks' notice** before your trip
- A letter of assignment from their editor on the publication's letterhead indicating intent to publish their feature.

What can London & Partners offer media requests?

- Interview opportunities with senior London & Partners spokespeople
- Insights & statistics
- The latest information on what's new in London
- [Sample itineraries](#) and bespoke suggestions and inspiration for destination stories
- [Contact information for public relations representatives for hotels, attractions and restaurants](#)
- [Images and footage of London](#)
- London & Partners **does not** pay for hotel accommodation for individual press visits. London & Partners can liaise with partner hotels to try to secure a media rate for visiting journalists. Offers of complimentary accommodation are at the discretion of our partner hotels.
- London & Partners **does not** provide Oyster cards, other public transport tickets, airport transfers, taxis, rental cars or vans for media and/or film crews. London & Partners is unable to cover the cost of travel to or in London. We do not hire out guides or escorts for the length of a journalist and/or film crew's visit. We do not produce any type of attractions pass.

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.

Personal Information	
Journalist name	
E-mail address	
Contact mobile number	
Editorial Information	
Publication name	
Circulation figures	
Target audience information	
Brief description of feature (topic, angle, etc)	
Feature length in words or pages	
Will your feature cover multiple destinations?	<i>(If so, what proportion of the feature will cover London?)</i>
Will the feature contain images?	<i>(Images available at https://photos.london/press/ Please state if travelling with photographer)</i>
Estimated publication date	
Name & email address of commissioning editor	<i>(Please attach evidence of commission. If you are the editor, please state)</i>
Trip details	
Arrival date in London	
Departure date	
No. of people in party	<i>(If travelling with children, please state their ages)</i>
Hotel	<i>(If required, please state dates and what you can offer the hotel in return for a media rate or complimentary stay. Please note, complimentary hotel rooms are at the discretion of our partner hotels and they cannot accommodate journalists at a discounted/comp rate for more than 2 nights at a maximum)</i>
Attractions	<i>(If required, please state which attractions you need contact information for. Please note, complimentary attraction tickets are at the discretion of our attraction partners)</i>
Restaurants	<i>(If required, please state budget/cuisine/area preferences and we can send suggestions/contact details where relevant. Please note, we cannot offer complimentary meals)</i>
Other	<i>(Please state any other assistance you require)</i>

Please return to press@londonandpartners.com. We will be in touch shortly.