



The **Space Coast Office of Tourism** would like to assist you with your request for media accommodations. **Media arrangements are extended to working media, on assignment ONLY.** Every request is handled on an individual basis.

For consideration, please complete this form in its entirety and return it to **Ms. Sabita Balmick** at **TJM Communications, Inc.** (public relations contact for the Space Coast Office of Tourism) by fax at 407-977-5009 or email at sabita@tjmcommunications.com. We cannot guarantee that all requests will be accepted, but will give each request full consideration. For further questions, please call 407-977-5004. Please note that incomplete forms may lead to reservation delays.

MEDIA REQUEST FORM

PERSONAL INFORMATION

Name: _____
Address: _____
City: _____ *State:* _____ *Zip:* _____ *Country:* _____
Phone: _____ *Fax:* _____
Email: _____

MEDIA INFORMATION

Type of Media: Broadcast TV Broadcast Radio Print Internet
Name of Media Outlet: _____
Circulation/Reach: _____
Title: _____
Story Assignment/Angle: _____
Distribution Area/Frequency: _____
Story Publication/Air Date: _____
Language(s): _____

TRAVEL INFORMATION

Arrival Date: _____

Departure Date: _____

ACCOMMODATIONS INFORMATION

Number of Rooms: _____
(Rooms will be provided for working media only.)

Number of Guests: _____

Room Preference: Smoking Non-Smoking

Room Type: Queen/Doubles King

Room type/preferences are based on availability and are not guaranteed, but we will do our best to accommodate your preferences.

CREDIT CARD INFORMATION

Name (as it appears on the card): _____

Credit Card Number: _____

Expiration Date: _____

We will require credit card information in order to process and hold your reservation.

EMERGENCY CONTACT INFORMATION

Name: _____

Address: _____

Phone: _____

- ◆ List any special needs you have regarding your story assignment(s): interviews, B-roll, etc.

- ◆ If applicable, please attach your letter of assignment to this form.

Thank you for your interest in the Space Coast Office of Tourism. Please visit our media-only web site at www.space-coast.com.

430 Brevard Avenue, Suite 150
Cocoa Beach Village, FL 32922