Familiarization Trip Guidelines for Journalists, Travel Writers & Tour Operators

Welcome to the Granite State! We’re excited to assist qualified journalists as they Live Free and share stories about New Hampshire and all it has to offer. Whether you’re a blogger, freelance writer, feature writer, journalist working on a travel related story about New Hampshire, photographer, or if you’re on staff at a radio or TV station, the New Hampshire Division of Travel and Tourism Development (DTTD) staff and its public relations agency are here to offer guidance and assistance.

The attached questionnaire is designed to help us assess your needs for your visit to New Hampshire. Please submit the form a recommended six weeks in advance of your desired date of travel. This will allow us adequate time to work with our regional chambers and industry partners to coordinate travel logistics and improve the likelihood of lodging and attraction availability.

The following guidelines will help you as you plan your trip to our state.

- When you submit the attached form, please include an assignment letter from the media/travel organization as well as recent travel-related clips. This assists us in promoting your visit to our hospitality industry.
- You will need to make your own arrangements for travel to New Hampshire. DTTD and/or our regional tourism associations will be happy to assist with arranging activities and accommodations and/or travel within the state.
- DTTD cannot reimburse participants for costs associated with familiarization trips that include film/film processing, car rentals, mileage, or any purchases made during your visit.
- Itineraries are developed for the participating journalist or photographer and accompanying colleagues; any others on the trip will be expected to pay their own expenses. Film crews are encouraged to work with the New Hampshire Film and Television Office to develop itineraries.
- Please respect and adhere to the times, dates and locations specified on the itineraries developed for you, unless sufficient notice of change is given.
- Meals and gratuities are not provided, unless specified on the itinerary.
Travel between July 1st and Labor Day (the first week of September), or during the first two weeks in October can be difficult to fulfill as accommodations are extremely limited during this time period.

- Traveling during midweek is strongly encouraged whenever possible as we cannot guarantee accommodations, admissions or staff resources on weekends.

When you have completed the attached form, please submit it to the following contact for consideration.

**International and Domestic Inquiries:**
Kris Neilsen, Communications Manager
kris.neilsen@dred.nh.gov

**Familiarization Tour Planning Questionnaire**

- Journalist Name: ____________________________
- Publication/Association: ____________________________
- Circulation/UMV: ____________________________
- Social Media Handles: ____________________________
- Number of Followers: ____________________________
- Mailing Address: ____________________________
- Phone: ____________________________ Fax: ____________________________
- Email: ____________________________

Recent clips (please list publication and title of article, as well as date published, or link to a clips website if you have one):

__________________________
__________________________
__________________________

References (preferably tourism offices that have hosted you recently):

__________________________
__________________________
__________________________

How can we help you, what do you need (rooms, meals, travel planning)?

__________________________

*Please answer the following questions as completely as possible.*

Proposed travel dates: ____________________________
Number of people in party: _______________________________________
Names: _________________________________________________________
Number of rooms required: ________________________________________
Type of accommodation preferred (check all that apply):

- [ ] Single
- [ ] Double
- [ ] Double/Double
- [ ] B&B
- [ ] Hotel
- [ ] Motel
- [ ] Resort
- [ ] Inn
- [ ] Smoking
- [ ] Non-Smoking

List any handicap requirements: ____________________________________
Allergies/food preferences/dietary requirements: _______________________

Do you speak English?  [ ] Yes  [ ] No

What is your planned mode of transportation? _________________________
To ensure proper directions, please provide the location and telephone number you will be traveling from prior to coming to New Hampshire, along with the date and estimated departure time from this location. Also, if applicable, please provide your flight number.

________________________________________________________________
________________________________________________________________
________________________________________________________________

Where will you be going after leaving New Hampshire? _______________

What region or regions of New Hampshire are you particularly interested in?

________________________________________________________________

What activities are you particularly interested in participating in?

________________________________________________________________

Approximate date of story placement (Journalist must supply a copy of the article or tape within a month of publishing): ________________

Publication/s or media for whom you are specifically assigned on this visit to NH:

________________________________________________________________

Assignment letter attached:  [ ] Yes  [ ] No

Additional comments or requests:_____________________________________

________________________________________________________________

Public Liability Disclaimer:

I, the undersigned, waive all rights to claims for personal injury and liability to me, or my party, against The New Hampshire Division of Travel and Tourism Development, its clients and staff.

The journalist signatory below will maintain one or more appropriate general liability insurance policies with minimum coverage limits for personal injury and property damage per occurrence, and additional aggregate coverage for the duration of this agreement.

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