



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):

- | | | | |
|---------------------------------|----------------------------------|--|------------------------------|
| <input type="checkbox"/> Single | <input type="checkbox"/> Double | <input type="checkbox"/> Double/Double | <input type="checkbox"/> B&B |
| <input type="checkbox"/> Hotel | <input type="checkbox"/> Motel | <input type="checkbox"/> Resort | <input type="checkbox"/> Inn |
| | <input type="checkbox"/> Smoking | <input type="checkbox"/> 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.

Signature

Date