



Media Travel Request Form

The Alaska Railroad understands and appreciates the value of editorial coverage and is pleased to offer press trip support to qualified journalists on assignment from around the world. In order to accommodate these visit requests, we require all journalists to complete our standard media request form several weeks in advance of the selected travel dates. This form will help us to provide a press trip which best meets your story angle interests. Please ensure to complete all sections on the form with as much detail as possible. Once we receive the completed form our team will reply to you within one week. **Return completed forms to MooreR@akrr.com.**

PARTICIPANT(S)

Full Name:

Professional Status (i.e. travel editor, freelance etc):

Any accompanying companions and their relationship to media:

NAME OF COMPANY OR TITLE OF PROJECT

Mailing Address:

Phone:

Email:

REQUESTED DATES OF VISIT

Arrival:

Departure:

ADDITIONAL SERVICES

Please describe additional assistance required to fulfill media visit objectives:

AUDIENCE PROFILE/CIRCULATION

Type of medium:

Medium's audience:

Circulation:

Demographics:

Geographic Coverage:

FEATURE CONTENT/STORY LINE/THEME

COMMITMENT TO PUBLISH/BROADCAST

Describe degree of commitment secured in advance of trip (i.e. editor's assignment etc):

Estimated date of feature appearance:

Please add any website links to published articles:

Additional Comments/Questions: