

MEDIA REQUEST FORM

All sections of this form must be completed

In return for our assistance, you must include a mention of www.visitlondon.com in your feature.

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.

Before filling in this form, please read our [Media Visit Guidelines](#)

Personal Information	
Journalist name	
E-mail	
Phone	
Editorial Information	
Publication name	
Brief description	<i>(Including country of publication)</i>
Circulation	
Readership/demographics	
Brief description of feature (topic, angle, etc)	
Feature length	
Will feature contain images?	<i>(Images available at www.londononview.com Please state if travelling with photographer)</i>
Publication date	
Name & email address of commissioning editor	<i>(Please attach evidence of commission. If you are the editor please state. Without commission attached, we cannot process form)</i>
Trip details	
Arrival date in London	
Departure date	
No. of people in party	<i>(If travelling with children please state 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)</i>
Attractions	<i>(If required please state which attractions you need contact information for)</i>
Restaurants	<i>(If required please state budget/ cuisine/ area and we can send suggestions/ contact where relevant)</i>
Other	<i>(Please state any other assistance you require)</i>

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