

Media Public Relations Inquiry

Date _____ Deadline _____

Inquiry Received By _____

Contact Information:

Name: _____

Title: _____

Publications/Station: _____

Address: _____

City/State/Zip Code: _____

Phone: _____ **Fax:** _____ **E-Mail** _____

Fed Ex Number: _____

Publication Information

<u>Type</u>	<u>Medium</u>	<u>Topic</u>	<u>Outdoors:</u> _____
Local: _____	Print: _____	News: _____	Cruise: _____
State: _____	Radio: _____	Travel: _____	Spa/Resort _____
National: _____	TV: _____	Business: _____	Family: _____
International: _____	Internet: _____	Meetings/ Conferences: _____	Minority: _____
Freelance: _____		Sports: _____	Seniors: _____
Local PR: _____		Arts: _____	Food/Wine: _____
Contact: _____			Calendar: _____
			Other: _____

Materials Requested:

Tampa Press Kit: _____

Language: _____

Calendar of Events: _____

Media Guide: _____

Video B-roll: _____

Event Fact Sheets: _____

News Release(s): _____

Slides: _____

Labels: _____

Destination Guide: _____

Map Brochure: _____

MRG: _____

B/W Photos: _____

Additional Comments:

Request Filled By: _____
In Media Database? _____
If no, Date added to Media Database: _____
Date Request Filled: _____
Date to Follow-up: _____
Date follow-up made: _____