



GREATER MIAMI CONVENTION & VISITORS BUREAU
Media Relations Division
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MEDIA ASSISTANCE GUIDELINES FOR INDIVIDUAL MEDIA VISITS

Thank you for your interest in Greater Miami and the Beaches. As a courtesy to visiting journalists researching the destination, the Greater Miami Convention & Visitors Bureau's (GMCVB) Media Relations Division may provide assistance upon receipt of this completed questionnaire and recent work samples. **Please read the policies and restrictions below, and note that the following services depend on Bureau member availability, interest and lead time:**

- Accommodations • Attraction Admission(s) • Itinerary Development • Interviews

POLICIES:

1. To qualify for assistance, journalists **MUST COMPLETE THE ATTACHED QUESTIONNAIRE. FREELANCE WRITERS ARE REQUESTED TO SUBMIT SAMPLE(S) OF RECENT CLIP(S) (WITHIN THE PAST SIX MONTHS)**, via weblink, along with a letter from your editor/publisher/news director confirming your assignment.
2. **CONTACT US IN WRITING AT LEAST FOUR WEEKS PRIOR TO YOUR ANTICIPATED ARRIVAL DATE.**
If you cannot provide four weeks' notice, we will be glad to refer you directly to Bureau members who may be able to assist you directly.
3. Film permits are handled by various film offices in Miami-Dade County. Contact the following film offices at least one week in advance via telephone or fax:
 - Miami-Dade Office of Film, Print & Television 305-375-3288, fax 305-375-3266, www.filmiami.org.
 - City of Miami Beach Film & Print Office 305.673-7070, fax 305/673-7063, www.miamibeachfl.gov.
4. **PLEASE SEND ORIGINAL/LEGIBLE COPIES OF ANY ARTICLES OR BROADCAST TAPES THAT ARE A RESULT OF YOUR ASSISTED VISIT FOR US TO SHARE WITH YOUR HOSTS. WE WILL BE UNABLE TO ASSIST WITH FUTURE REQUESTS FROM JOURNALISTS WHO FAIL TO PROVIDE US WITH RESULTS.**

RESTRICTIONS:

- The GMCVB does not provide complimentary airfare, meals, ground transportation, tour guides or translators. We can approach our members for assistance with these items to assist you but cannot guarantee these things.
- The GMCVB is not responsible for any fee incurred for luggage that goes over the weight limit.
- The GMCVB is not responsible for any fee incurred after the airline ticket is processed. If you must make a last minute change or cancel your trip you are responsible for the \$150 change fee from the airline.
- The GMCVB cannot guarantee complimentary or press rate accommodations, during peak holiday periods (see below) and high season (mid December - mid April). We do not solicit support for one-night stop-overs.
- Media Relations cannot assist during peak U.S. holiday periods and events such as: New Year's Eve/Day, President's Day Weekend (mid-February, including Miami International Boat Show & Coconut Grove Art Festival), Easter/Passover, Memorial Day Weekend (end-of-May), Fourth of July Weekend, Labor Day Weekend (early September), Columbus Day Weekend (mid-October), Thanksgiving (3rd week in November), Christmas and Art Basel (1st week of December)
- The GMCVB cannot provide assistance for personal traveling companions.
- The GMCVB does not negotiate advertising trade-out agreements with industry partners.
- If producing fashion/catalog shoots, discounted and/or full rate accommodations apply, unless significant editorial coverage of the destination is guaranteed.