



The **Walt Disney World Swan and Dolphin Hotel** would like to assist you with your request for media accommodations. **Media arrangements are extended to working media, on assignment.** Every request is handled on an individual basis. For consideration, please complete this form in its entirety and return it to **Joel Kaiman** at **TJM Communications, Inc.** (public relations contact for the Walt Disney World Swan and Dolphin) by email at [joel@tjmcommunications.com](mailto:joel@tjmcommunications.com). We cannot guarantee that all requests will be accepted, but will give each request full consideration. For further questions, please call (407) 977-5004. **Please note:** Incomplete forms may lead to reservation delays.

**PERSONAL INFORMATION**

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**MEDIA INFORMATION**

**Type of Media:** (Broadcast TV, Radio, Newspaper, Magazine, Online ) \_\_\_\_\_

**Name of Media Outlet:** \_\_\_\_\_

**Web site address:** \_\_\_\_\_ **Circulation/Reach:** \_\_\_\_\_

**Story Assignment/Angle:** \_\_\_\_\_

**Distribution Area/Frequency:** \_\_\_\_\_ **Story Publication/Air Date:** \_\_\_\_\_

**Language(s):** \_\_\_\_\_

**TRAVEL INFORMATION**

**Arrival Date:** \_\_\_\_\_ **Departure Date:** \_\_\_\_\_

**ACCOMMODATIONS INFORMATION**

**Number of rooms:** \_\_\_\_ (Rooms will be provided for working media only.) **Number of guests:** \_\_\_\_

**Room type:** king ( ) queen doubles ( )

**List any special room requests (i.e. handicap, crib request, etc.):** \_\_\_\_\_

*Room type/preferences are based on availability and are not guaranteed, but we will do our best to accommodate your preferences.*

**EMERGENCY CONTACT INFORMATION**

**Name:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

- ◆ List any special needs you have regarding your story assignment(s): interviews, B-roll, etc.
- ◆ **If applicable, please include a letter of assignment. Bloggers: Please submit a screen shot of your analytics to help expedite the process.**

Thank you for your interest in the **Walt Disney World Swan and Dolphin**. Please visit our media-only web site at [www.swandolphinmedia.com](http://www.swandolphinmedia.com).