



Visiting Dodge City: Guidelines for Media

The Dodge City Convention & Visitors Bureau hosts individual media visits to Dodge City and communities in Southwest Kansas. We will provide you suggested itineraries and assist in coordinating your stay with interested hotels, restaurants and attractions. You will be responsible for your own transportation arrangements. In some cases, your lodging and some meals will be complimentary. Any expense submitted for reimbursement must be approved prior to incurring the expense.

Guidelines:

1. Please contact the Dodge City Convention & Visitors in writing at least two months prior to your planned trip. Send your requests to the attention of:

Jenay Wallace, Tourism Coordinator
Dodge City Convention & Visitors Bureau
400 W. Wyatt Earp Blvd.
Dodge City, KS 67801
Phone: 620-225-8186 Fax: 620-225-8268
Email: Jenayw@dodgecity.org

2. Please include in your letter the purpose of your visit, your publication or broadcast affiliation, demographics, circulation, tentative or scheduled date of broadcast/publication, and a letter from your travel/managing editor or publisher.
3. Freelance journalists should submit a letter of assignment from the respective publication.
4. A resume that includes a list of recent articles/broadcasts is also helpful.
5. Once your visit is complete, please send copies of articles or broadcasts resulting from the visit for our records, in order that we may continue to encourage statewide tourism partners to assist in hosting journalists on assignment to cover Kansas tourism stories.

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In addition to the information you provide in your letter, to better assist us, please help us evaluate your needs and interests by answering the following questions:

Areas of Interest (please circle all that apply)

- Dining
- Shopping
- History
- Culture
- Family/Kids Activities
- Sports
- Golf
- Spa
- Outdoor Recreation
- Fall/Winter Activities
- Spring/Summer Activities
- Meetings/Conferences
- Weddings/Special Events
- Other:

What is the general angle of your story (themed or broad destination)?

Will the story be Dodge City alone or included in a round-up story?

Have you published Dodge City or Kansas stories in the past?

If yes, what was the story's general theme?