

Carthage Convention and Visitors Bureau Travel Writer Policy

Thank you for your interest in Carthage, Missouri! Please take a moment to review our Travel Writer Policy:

At least two weeks prior to your visit, we ask that you provide the following information:

1. Name of journalist/photographer
 2. Mailing address
 3. Contact phone numbers and/or email addresses
 4. Brief biographical sketch
 5. Two editorial references (name, publication, phone number)
 6. Two samples of work (not more than two years old)*
 7. Name of targeted publications
 8. Arrival and departure dates
 9. Types of activities of special interest/focus of story/special requests
- Complimentary arrangements are available (rooms, meals, and entrance fees), but some limitations apply. Limitations are based on availability and seasonal activity.
 - Costs incurred by family members or others traveling with the writer are the responsibility of the writer.
 - All transportation cost to get here will be the responsibility of the writer. Some transportation can be provided by CCVB staff if needed, but prior arrangement will be required. Car rental is the responsibility of the writer, but a list of area rental companies will be supplied if requested
 - CCVB will work with each writer to provide appropriate contacts, itineraries and arrangements to meet individual assignment needs
 - Tear sheets of any stories are to be provided to CCVB in a timely manner.

*A letter of assignment can substitute for this requirement

For questions or more information contact:

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