



THE HAWAIIAN ISLANDS TRAVEL ASSISTANCE QUESTIONNAIRE

Aloha!

Please complete the below questionnaire, and return it via email to **Lei-Ann Field** (lei-ann.field@anthologygroup.com) fax to **(808) 521-7163**. This form is intended to give us a greater understanding of your story assignment(s) and preferences so we can make your experience in the islands productive and enjoyable.

Important Note: Due to the volume of requests, if you are submitting this questionnaire within six (6) weeks of your desired travel dates, your request may not be given full consideration. In working with our Island Chapters, members, and industry partners, HVCB requires adequate time for evaluation and coordination of all travel logistics.

Mahalo!

PERSONAL INFORMATION

* Asterisk Denotes Mandatory Field

- 1. Name*: _____
2. Title: _____
3. Company: _____
4. Address 1*: _____
5. Address 2: _____
6. City*: _____
7. State*: _____
8. Zip/Postal code*: _____
9. Email*: _____
10. Phone number*: _____
11. Extension: _____
12. Mobile phone (schedule changes/emergencies)*: _____
a. Do you accept Texts?* []Yes []No
13. Will you be traveling with anyone?* []Yes []No

Note: HVCB only provides travel assistance for qualified media or social media influencers on assignment. If you are planning to travel with a writing partner or photographer, he/she must complete a separate form to be considered for assistance.

Please provide your travel partner's information so we may match up their submission form to this request.

- 1. Name: _____
2. Relationship (e.g., writing partner, photographer?): _____

SECTIONS

The Travel Assistance Questionnaire includes four sections. Please complete all that apply to your specific request. (hyperlinks to sections)

- [Print Publications](#)
• [Social Media Influencer](#)
• [Websites and/or Blogs](#)
• [Broadcast Channels](#)

PRINT PUBLICATIONS

If you are a journalist for a print publication, please complete all fields in this section. Any incomplete fields will cause a delay in processing your request.

1. Publication: _____
2. Audience: _____
3. Circulation: _____
4. Demographic Profile: _____
5. Date of Publication: _____
6. Digital Version of Publication: _____
7. Additional Outlets: _____

[Information about submitting sample works](#)

WEBSITES AND/OR BLOGS

If you are a journalist representing websites and/or blogs, please complete all fields in this section. Any incomplete fields will cause a delay in processing your request.

1. Name of website/blog: _____
2. URL of website/blog: _____
3. On average, how many unique visitors does your website receive monthly? _____
(e.g., unique visitors defined as the total traffic to a website counting each visitor only once within a monthly timeframe.)
4. Is your site/section part of a larger network? (e.g., About.com). Yes No
5. If so, how many unique visitors does your site/section average a month? _____
6. How do you attract visitors to your site?

7. How would you classify your website? (e.g., consumer travel, budget, retail) _____
8. If your site covers more than travel, what percentage of your site is specifically regarding travel? _____%
9. What tool do you use to track website visitation? _____
(e.g., Google Analytics. Include screen grabs from the past three months.)
10. Will your coverage include a link to goHawai'i.com? Yes No
11. How long will coverage of Hawai'i remain on your site? _____
12. Does the site/s have social media channels?

Facebook

URL: _____

Page Likes (as of submission date): _____

Twitter

URL: _____

Followers (as of submission date): _____

Instagram

URL/handle: _____

Followers (as of submission date): _____

Pinterest

URL: _____

Followers (as of submission date): _____

YouTube

URL: _____

Subscribers (as of submission date): _____

Google+

URL: _____

Followers (as of submission date): _____

13. List any awards received or recognition from a third party for your website or blog:

14. Additional blog or website: _____

15. Additional blog or website URL: _____

SOCIAL MEDIA INFLUENCER

If you are a social media influencer or represent personal media channels, please complete all fields in this section. Any incomplete fields will cause a delay in processing your request.

1. Do you have a specific location or theme that you're planning to explore in your social posts?

2. List any existing relationships with other travel destinations, organizations, or brands.

3. What are your social media channels

Facebook

URL: _____

Page Likes (as of submission date): _____

Twitter

URL: _____

Followers (as of submission date): _____

Instagram

URL/handle: _____

Followers (as of submission date): _____

Pinterest

URL: _____

Followers (as of submission date): _____

YouTube

URL: _____

Subscribers (as of submission date): _____

Google+

URL: _____

Followers (as of submission date): _____

Other(s)

URL: _____

Community size (as of submission date): _____

Other(s)

URL: _____

Community size (as of submission date): _____

BROADCAST CHANNELS

If you are a journalist for a broadcast program, please complete all fields in this section. Any incomplete fields will cause a delay in processing your request.

1. Title (Please list all networks applicable): _____
2. Network/Station: _____
3. Length of Show (i.e., 1/2 hour, 1 hour): _____
4. Will Hawai'i be a whole episode or segment? _____
5. If a segment, how long will it be? _____
6. Viewership per episode/show? (not household numbers) : _____
7. Audience: _____
8. Demographic Profile: _____
9. Air Date: _____
10. Number of crew traveling to Hawai'i: _____
11. Will you be hiring local crew? Yes No

SAMPLE WORKS

1. **Print journalists**, please email a link of the publication you are on assignment for, links to recently published travel stories, and a letter of assignment. If links aren't possible, please email PDFs.
2. **Broadcast productions**, please forward a link to the show/program being brought to Hawai'i and a letter of assignment. If a link isn't available, please send two DVD copies.

Please forward the above items to:

Lei-Ann Field

Anthology Marketing Group
 1003 Bishop Street, 9th Floor
 Honolulu, HI 96813
 T: (808) 539-3489
 E: Lei-Ann.Field@anthologygroup.com

TRAVEL ASSISTANCE REQUESTS

1. Are you seeking assistance with transpacific airfare? Yes No
If yes, please list your preferred departure city. If no, please provide your final flight itinerary

1. Preferred Departure City/Airports _____

2. Dates of Visit: Arrival: _____ Departure: _____
- Dates on Kaua'i: Arrival: _____ Departure: _____
 - Dates on O'ahu: Arrival: _____ Departure: _____
 - Dates on Maui: Arrival: _____ Departure: _____
 - Dates on Moloka'i: Arrival: _____ Departure: _____
 - Dates on Lāna'i: Arrival: _____ Departure: _____
 - Dates on Hawai'i Island: Arrival: _____ Departure: _____

3. Are you seeking assistance with hotel accommodations? Yes No
Please list any special requests or requirements. Please note any accommodations that have already been secured and any hotel properties that you have directly contacted.

4. Are you seeking assistance with activities? Yes No
Please list any specific activities you would like to experience (soft adventure/ecotourism, Hawai'i cuisine, golf, romance/honeymoon, relaxation/rejuvenation, women, family, mature/seniors) and people you wish to interview, etc.

5. Are you seeking assistance with ground transportation? Yes No
All normal driver qualifications will apply, including minimum age (25), a valid driver's license, and a major credit card. If applicable, please denote anything regarding your ability to drive a car that you feel we should be aware of.

6. Do you have any other special requests or comments? Yes No
Please note any special requests or personal preferences not already addressed in this questionnaire that you feel we should be aware of.

TRAVEL COVERAGE AND ASSIGNMENT

1. Please indicate whom you intend to credit in your story and how you intend to credit them (i.e. editorial mention, sidebar, photos, etc.):

- Accommodations Type of coverage: _____
- Activities Type of coverage: _____
- Restaurants Type of coverage: _____

Please describe your story assignment angle in detail:

2. Have you, or do you plan to contact other Island Chapters for a visit to Hawai'i? Yes No

If yes, which Island Chapter(s)?

- Kaua'i Visitors Bureau
- O'ahu Visitors Bureau
- Maui Visitors and Convention Bureau
- Moloka'i Visitors Bureau
- Lāna'i Visitors Bureau
- Big Island Visitors Bureau

HVCB ASSISTANCE DISCLAIMER

I am aware of the Federal Trade Commission's "Guides Concerning the Use of Endorsement and Testimonials in Advertising" effective December 1, 2009. I understand and will make every effort to comply with FTC guidelines to inform my audience that this visit was sponsored and/or assisted by the Hawai'i Visitors and Convention Bureau.

___ Please initial to acknowledge the above statement.

All media and social media influencers receiving travel assistance to the Hawaiian Islands from the Hawai'i Visitors and Convention Bureau (Central and Island Chapters) are required to complete a Waiver and Release Form.

Thank you for taking the time to complete this questionnaire.

Mahalo,
HVCB Media Team

For HVCB Media Team use only:

Date Submitted _____

Date Approved _____

Approved by _____