

**Aloha,**

**Please complete the following questionnaire to help us gain an understanding of what your story assignment is and what your focus will be during your proposed visit:**

**PERSONAL INFORMATION**

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Address 1: \_\_\_\_\_  
 Address 2: \_\_\_\_\_  
 City: \_\_\_\_\_  
 State: \_\_\_\_\_  
 Zip code: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Office phone: \_\_\_\_\_  
 Cell phone: \_\_\_\_\_

**PUBLICATION / OUTLET / ASSIGNMENT INFORMATION**

Publication &/or URL: \_\_\_\_\_  
 Audience Demographics: \_\_\_\_\_  
 Circulation, UVPM, and/or Followers: \_\_\_\_\_  
 Number of words length: \_\_\_\_\_  
 Number of images: \_\_\_\_\_  
 Would we have image rights? Y/N / restrictions? \_\_\_\_\_  
 Publish date: \_\_\_\_\_

**ACCOMMODATION REQUEST**

Property *requested* (Mauna Kea or Hapuna): \_\_\_\_\_  
 Dates of your visit, arrival/departure inclusive: \_\_\_\_\_  
 What are you seeking? Mark all that apply. \_\_\_\_\_  
*Note: this does not indicate we'll be able to provide* \_\_\_\_\_  
 Airline / ETA at KOA: \_\_\_\_\_  
 Who will be traveling with you/relationship: \_\_\_\_\_  
 Bedding *Request*: \_\_\_\_\_

**OTHER REQUESTS**

Please indicate in space below activities you may be interested in during your visit. Examples might include dining, golf, spa, ocean activities, tennis, staff interviews, etc., or even island-wide activities, depending on your focus.

*Note: this does not indicate we'll be able to provide*

**OTHER INFORMATION**

Please let us know where else you'll be staying and what islands you'll be visiting: \_\_\_\_\_

Please email a link of the publication(s) you are on assignment for, links to or pdfs of recently published travel stories, links to blogs or URLs that may be helpful. If possible, a **letter of assignment from the editor** is recommended. Submit this form with the requested supporting documents noted above to: