



*Queen
Anne's
County*



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Visit
QUEEN ANNE'S
COUNTY *Maryland*

Travel Journalist Guidelines

Queen Anne's County Office of Tourism strives to assist qualified journalism professionals to develop both accurate and captivating travel stories on our region to include but not limited to our destinations, accommodations, attractions, delicious cuisine, fine dining establishments and other travel related amenities. To help us, help you, we have developed a list of guidelines to ensure that all journalist receive the same treatment and have a pleasurable time while visiting Queen Anne's County, Maryland. We appreciate your attention to these guidelines.

1. We ask that you provide the Queen Anne's Office of Tourism two weeks' notice prior to intended travel plans. This will provide the tourism office and our hospitality partner's adequate time to prepare for your arrival. We do however, understand the spontaneity of travel and will strive to be accommodating as resources allow.
2. When notifying the tourism office, we ask that all journalists submit an application. This application should be completed in its entirety with at LEAST two links to recently published travel stories attached.

3. All journalists will be responsible for their own transportation to and around Queen Anne's County
4. Complimentary accommodation arrangements will not include ANY incidentals. This includes, but is not limited to, phone charges, room service, in room movie rentals, room damage, WIFI rates, tips, parking or valet services.
5. All journalists are responsible for providing tips for all complimentary services provided.
6. Complimentary meals may not include alcohol. (Payment of alcoholic beverages is the responsibility of the journalist.

****Exclusions do apply.** We encourage you to enjoy alcoholic beverages responsibly at our establishments, however, you will be responsible for the payment unless otherwise authorized and compensated by the establishment.

7. PLEASE NOTE that complimentary services are intended for the MEDIA only. We ask that you not invite spouses, children and significant others unless otherwise arranged/authorized. Press trips and tours are limited in design for many reasons. The accompaniment of additional guests violates our office's position and discourages our partner's willingness to provide admission courtesies and discounts. Compensation rates and discounts for non –press guests is left solely upon the discretion of our hospitality partners and suppliers.
8. Our office will not authorize complimentary services if the primary reason for your trip is for holiday, leisure or vacation.
9. We appreciate your visit and the opportunity to share our region with you! As repayment for the services and hospitality provided, we ask that you send at least one copy of an article, story or other related press generated after your trip. Additional statistics and background about reach, interaction and circulation, while not required, are greatly appreciated.

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