

Cape May County
Department of Tourism and Public Information
**Request for Media Coverage and
Advertising Placement**

DEPARTMENT _____

CONTACT NAME _____

News Event *(please check the appropriate category):*

Announcement Award/Promotion Human Interest
 Special Event Advertise Event Other *(please explain)* _____

About the Event *(please be descriptive):*

WHO: _____

WHAT: _____

WHERE: _____

WHEN: _____

WHY: _____

CONTACT PERSON *(for the purpose of providing to the media):* _____

Please check all items that apply to this assignment:

Requires Advertising: Radio \$ _____ Print \$ _____ Television \$ _____
Total Adv. Budget \$ _____

Requires photo to be taken _____ Contact has photographs _____

Wants the information listed on the County Government Website _____

Wants the information submitted for posting on County Intranet site _____

SPECIAL INSTRUCTIONS:

Please return the completed form to Director of Tourism and Public Information,
Diane Wieland at dwieland@co.cape-may.nj.us

We would like to receive this request for media coverage in a timely manner. Once this form is received —
staff will be assigned to work to promote your program.