

Visit Houston Media Hosting Policy

The Visit Houston PR team assists qualified members of the media with visiting arrangements. Decisions regarding hosting are handled on an individual basis involving numerous factors such as story angle, media outlet, length of stay, season and available budget. Visit Houston reserves the right to refuse any request for any reason. Before submitting a media trip request, please review the steps below in order to help us best assist you.

- **4 week notice** is required for media hosting requests though rare exceptions may be made.
- **Provide as much detail as possible** about the article or story angle you are researching. Providing an editorial plan or confirmed story assignment will strengthen your request and our ability to reach out to appropriate partners.
- **Complimentary accommodations** include room rate and tax. Incidentals, such as phone charges or room service, are not covered. A credit card will be required upon check in at all hotels.
- **Media rates** may be available at partner hotels in instances where hosted accommodations are not available. Please note that arrangements are subject to hotel availability, and blackout periods may be experienced during the year (such as during the summer months and holiday season).
- **Airfare** is provided on an individual basis. Specific dates must be provided, along with relevant personal information necessary to book your flight. You will be responsible for any charges associated with changes to your flight once it has been booked. For budgeting reasons, we request that all flight arrangements be made with 4 weeks before the trip date since prices typically increase.
- **Transportation** is available through Visit Houston's Uber account, a ride sharing program in the city. Car service may also be arranged on a case by case basis.
- **Complimentary meals** may be arranged based on factors such as story angle and publication, however Visit Houston is not able to reimburse or provide a stipend for meals outside of what has been agreed upon during the itinerary planning process. If complimentary meals or tours are arranged for you, a gratuity of 18-20 percent to the server or guide is customary