

Please complete all fields below to provide details on your coverage plans for the Richmond Jazz and Music Festival. Please note that credentials are limited and only working media with confirmed assignments will be approved

**THIS FORM IS A REQUEST ONLY. IT DOES NOT GUARANTEE ACCREDITATION.**

Please use **one form per person**. Print your information clearly and legibly. Credentials must be received by email (*preferred*), or fax by **Friday, July 26, 2019**. After this date, your credential request is subject to denial.

**PLEASE READ CAREFULLY:**

- As part of our confirmation process, your authorizing supervisor will be contacted
- Media credentials are not transferrable
- No media credentials will be issues to anyone under the age of 18
- The information you present in this form will not be shared with anyone outside The Richmond Jazz Festival except for purposes of ensuring the security of Richmond Jazz and Music Festival patrons
- Freelance journalists are welcome to cover The Richmond Jazz and Music Festival; however, due to limited space in the dedicated press areas, these credential requests may be denied. To increase approval chances, please name your assigned editor from an established news organization in the application or have them fill out the form below.

**APPLICANT INFORMATION (ALL FIELDS ARE REQUIRED)**

FULL NAME: \_\_\_\_\_

MEDIA AFFILIATION / TEAM: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

BUSINESS PHONE: (\_\_\_\_\_) \_\_\_\_\_ MOBILE PHONE: (\_\_\_\_\_) \_\_\_\_\_

EMAIL: \_\_\_\_\_

SUPERVISOR, EDITOR OR PRODUCER'S NAME: \_\_\_\_\_

SUPERVISOR'S PHONE: (\_\_\_\_\_) \_\_\_\_\_ SUPERVISOR'S EMAIL: \_\_\_\_\_

**CREDENTIAL REQUEST DEADLINE: Friday, July 26, 2019**

**APPROVAL BY: Friday, August 2, 2019**

**SUBMIT VIA EMAIL (preferred):** [fburruss@johnsonmarketing.com](mailto:fburruss@johnsonmarketing.com) or **VIA FAX:** 804.232.5339

**PLEASE SELECT THE JOB TITLE WHICH BEST DESCRIBES YOUR ROLE FOR THE FESTIVAL:**

*PLEASE NOTE: MEDIA CAN ONLY RECEIVE A PASS IN ONE OF THE FOUR CATEGORIES LISTED*

**PHOTO**

- Primary Photographer
- Photo Assistant

**PRINT**

- Working Reporter / Editor
- Publisher / Executive

**BROADCAST**

- On-Air Television Talent
- On-Air Radio Host or Commentator
- Producer / Director
- Support Crew
- Camera Operator

**INTERNET**

- Writer / Blogger / Vlogger
- Photographer
- Webmaster

**FESTIVAL DAY(S) PLANNING TO ATTEND**

- Thursday August 8, 2019 Virginia Museum of Fine Arts \*
- Thursday August 9, 2019 Homegrown at the Hipp\*
- Saturday August 10, 2019 Maymont
- Sunday August 11, 2019 Maymont

**PLEASE PROVIDE A DETAILED DESCRIPTION OF YOUR COVERAGE PLANS:**

The Richmond Jazz and Music Festival will be held at the Virginia Museum of Fine Arts\* on Thursday, August 8<sup>th</sup> at Jazz Café 200 N. Blvd., Richmond, VA 23220; the Hippodrome Theater\* on Thursday, August 8<sup>th</sup>, 528 North 2nd Street Richmond, VA 23219; and at Maymont Saturday and Sunday, August 10<sup>th</sup> and 11<sup>th</sup>, 1700 Hampton Street, Richmond, VA 23220. Check-in at Maymont will be at the Upper Hampton Street Entrance. *Venues subject to change.*

**CREDENTIALS WILL NOT BE MAILED BUT CAN BE PICKED UP ON THE FESTIVAL DATES AT THE HIPPODROME THEATRE (UPON REQUEST ONLY); OR AT MAYMONT ON SATURDAY AND SUNDAY, AUGUST 10<sup>TH</sup>-11<sup>TH</sup> BETWEEN 10AM AND 5PM AT THE UPPER HAMPTON STREET ENTRANCE, 1700 HAMPTON STREET, RICHMOND, VA 23220, UNLESS OTHERWISE NOTED.** A CONFIRMATION EMAIL WITH ADDITIONAL INSTRUCTIONS WILL BE SENT TO THE EMAIL ADDRESS PROVIDED. **IF YOU DO NOT RECEIVE EMAIL CONFIRMATION BY THE APPROVAL DEADLINE, CREDENTIALS WILL NOT BE AVAILABLE FOR YOU. PHOTO ID REQUIRED.** NOTE: There is **NO DESIGNATED PARKING** for press/media at VMFA, the Hippodrome Theater or Maymont and parking passes will not be provided.

By submitting this form, you affirm that you are a member of the working press and that you intend to cover this event via your media outlet within a reasonable period of time after the festival, and that you will automatically provide a copy of that media content to JMI within 5 business days after the festival dates. Your press pass is subject to revocation at any time.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Name of individual making request (please print and sign) Date

## GUIDELINES FOR OBTAINING MEDIA CREDENTIALS

Your Richmond Jazz Festival media credentials (Media Badge) allows you access to the 2018 Richmond Jazz Festival and the designated press areas. If awarded, your registration will be confirmed via email. In order to be approved for credentials, JMI must approve your registration in your provided category or you will not receive your badge.

Should you have any questions regarding the credentialing process, please email your inquiries to [fburruss@johnsonmarketing.com](mailto:fburruss@johnsonmarketing.com).

### **TO ENSURE TIMELY APPROVAL, PLEASE ATTACH AT LEAST TWO OF THE FOLLOWING MATERIALS FOR EACH RELEVANT CATEGORY:**

*Please note: if you hold a press card from a recognized media outlet, you need only attach a copy of the press card to your application.*

**Editorial** – print and online (*please attach at least 2 of the following*):

- Business card with name and publication title
- Copy of a by-lined article
- Masthead page of a recent publication/website with your name
- Copy of your website with by-line present

**Videographers / Photographers / Camera Operators** (*please attach at least 2 of the following*):

- Business card with name and title from established organization
- Documentation of assigned organization for the festival

**Freelance** (*please attach at least 2 of the following*):

- Business card with name and website listed
- Copy of a relevant by-lined article
- Copy of your website with by-line present

**ANY ROLES NOT LISTED WITHIN THESE GUIDELINES WILL NOT BE APPROVED.**

MEDIA CREDENTIALS MUST BE RECEIVED BY THE STATED DEADLINE TO BE APPROVED. WE CANNOT GUARANTEE THE ACCOMMODATION OF MEDIA AFTER JULY 26, 2019. MEDIA BADGES MUST BE WORN AT ALL TIMES WHILE AT THE FESTIVAL. IF YOU WISH TO CHANGE THE NAME OF THE CREDENTIALLED PARTY, PLEASE DO SO IN WRITING PRIOR TO AUGUST 6<sup>TH</sup>. MISUSE OF YOUR MEDIA BADGE AND FAILURE TO FOLLOW THE FESTIVAL'S MEDIA PROCEDURES WILL RESULT IN REVOCATION AND REMOVAL FROM THE FESTIVAL. THE RICHMOND JAZZ FESTIVAL RESERVES THE RIGHT TO RESTRICT THE USAGE OF FLASH PHOTOGRAPHY AND RECORDINGS AS IT SEES FIT. PHOTOGRAPHERS MUST USE PROFESSIONAL INDUSTRY EQUIPMENT WHEN SHOOTING.

**The Richmond Jazz and Music Festival values your cooperation and dedicated support.  
We look forward to your attendance!**