

Media Request & Information



Thank you for your interest in covering the Burlington Harvest Festival and Pumpkin Pitch 2019 held Saturday, September 28, 2019. This event is produced by the City of Burlington. In order to get behind the scenes access, all media are required to register in advance for credentials. Media credentials will be distributed on the day of the event at the Pumpkin Pitch Headquarters. Your media credential allows admittance to the Pumpkin Pitch PIT AREA and other behind the scenes areas. The procedures for photo credentials requests are noted below. Credentials allow for entry and re-entry into the areas described above.

All media must represent a professional media outlet. If you are a freelance photographer and / or reporter, please list your outlet affiliation or the outlet you plan on pitching and include a copy of past articles for review.

Application Deadline

Media Request Application and company request letter must be received by Thursday, September 26, 2019. All requests for admission thereafter will require an approval decision based by the Event Coordinators. **Applying in no way guarantees that your agency will receive credentials.** Once your application has been processed, you will receive email notification of approval or disapproval. Please note not all applications will be approved.

Credential Pickup

Please bring photo identification when picking up your credentials on Saturday, September 28, 2019. Credentials will be available at Pumpkin Pitch Headquarters for distribution solely to the person who produces a state issued photo identification establishing him/her to be the individual for whom the credentials were authorized. Please note that the staff at the PP Headquarters has neither the authority to authorize nor ability to create a pass.

Credential Usage

Credentials must be worn at all times. Each credential is issued specifically for the media specialist who was accepted through the credential process. Credentials may not be given or lent to another person for any reason. Misuse of a Pumpkin Pitch media credential will result in loss of your credential, removal from the areas, and the possible loss of credential privileges for future events.

Audio and Video Crews

All broadcast camera crews must be escorted by a Pumpkin Pitch representative. Due to PP and venue policies, no video cameras are allowed unescorted in the Pit Area of the Pumpkin Pitch.

Photographers

Only media specifically requesting photo credentials will be allowed access to the photo pit. You must have a professional camera to be granted a photo credential, and will be subject to Pumpkin Pitch approval when you arrive.

Due to the possibility of a large number of photographers attending the Pumpkin Pitch, credential photographers may be coordinated into groups, shooting up to two pitches. There will be a designated waiting area for photographer groups who are not in the pit. These groups will be rotated by Pumpkin Pitch personnel. All credential photographers will sign in and be placed in groups per this list. All photographers **MUST** have their photo and media pass visible to be allowed admittance to the photo pit area.

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Instructions-Regulations

The City of Burlington reserves the right to approve or reject request for credentials. Incomplete applications will result in an automatic decline.

We ask that you reference Burlington Parks and Recreation as the event coordinator in any articles written about or relating to the Pumpkin Pitch event as part of the Harvest Festival, and to notify us of any articles you publish related to the event.

The City of Burlington may request a sample of any articles, photos or footage. The City of Burlington maintains archival records and, in some cases, we purchase media and would like to have the opportunity to purchase from you.

All requests for photos, video, etc., will be handled on an individual basis through the Burlington Parks and Recreation Department and must be submitted on your application.

If you have any questions or need any additional information on any of the events, contact Burlington Parks and Recreation Department at 360-755-9649.

Requests can be mailed, faxed, emailed, or hand-delivered to:

Attn: Media Request, Burlington Parks and Recreation, 900 E. Fairhaven Ave, Burlington, WA 98283. The fax number is (360)755-1017. Email recreation@burlingtonwa.gov

Please remember to sign the request, even if it is submitted by fax or email (scan your copy).

A press credential is issued by Burlington Parks and Recreation after a written request has been submitted on an organization's official letterhead and a completed Harvest Festival and Pumpkin Pitch 2019 request application and approved.

A press credential is issued only to those members of organizations who are attending the Burlington Harvest Festival and Pumpkin Pitch in an official capacity. Press credentials are issued in person only with valid photo ID only to the person or persons listed on the application.

Lost or stolen credentials will not be replaced.

NOTE: The City of Burlington RESERVES THE RIGHT TO REQUEST ANY INFORMATION FROM MEDIA ORGANIZATIONS TO CONFIRM NAMES AND POSITIONS OF STAFF AND OTHER PERSONNEL STATED IN REQUEST LETTERS. THIS RIGHT IS HELD IN ORDER TO VERIFY THAT PERSONS LISTED WILL BE ATTENDING THE BURLINGTON HARVEST FESTIVAL AND PUMPKIN PITCH IN AN OFFICIAL CAPACITY TO COLLECT AND DISSEMINATE OFFICIAL HARVEST FESTIVAL AND PUMPKIN PITCH INFORMATION. THE OFFICE ALSO RESERVES THE EXCLUSIVE RIGHT OF WITHHOLDING ANY AND/OR ALL CREDENTIALS AND PASSES FROM ANY ORGANIZATION AND/OR ANY MEMBER OF ITS STAFF. THE CITY OF BURLINGTON RESERVES THE RIGHT TO REFUSE SERVICE TO ANYONE AT ANYTIME AND CANCEL ALL PRESS CREDENTIALS AT ANY GIVEN TIME.

Please complete the media request form and submit it and any items required per the request form.

CITY OF BURLINGTON

MEDIA REQUEST

Complete application below and submit with a request made on company letterhead and include the following information: The total number of admission badges that are needed, and the signature of the person responsible for the credentials request.

Every employee of a news organization who will be covering the festival does not have to submit a separate request. A single request can be made for the entire organization, listing each attendee and attendee information at the bottom of the application.

Date			
Contact Information			
Media Organization			
Primary Contact			
Will Primary Contact Attend?			
Address			
City	State	Zip	
Phone number			
Cell phone			
Fax number			
Work email			
Company Website			
Media Type: TV	Radio	Web	Newspaper Magazine
Other			
Circulation			
Attendee(s)	Name & Title	Coverage Date / Type	Email Address
Special Request			
My SIGNATURE below signifies an agreement to comply with stipulations noted in the Media Request Regulations.			