



MEDIA CREDENTIAL REQUEST FORM

Caldwell Night Rodeo

The CNR Board of Directors appreciates your interest in covering the Caldwell Night Rodeo.

The Board reserves the right to grant or refuse media access. You will be contacted prior to the event with confirmation of your credential request. Credentials must be available for review by authorized personnel at all times while on the Caldwell Night Rodeo grounds.

Please follow these guidelines when making your credential requests as an accredited news agency:

- ✓ Each media outlet is encouraged to make one request for the needs of their organization. We recognize the names of reporting crews may change the day of event. Please fill out the information to the best of your abilities and advise the rodeo's Executive Secretary or Marketing Manager as changes occur.
- ✓ Media outlets must place their requests on news outlet letterhead. Please include the information requested in the box below along with the contact information, name and signature of the news director or editor responsible. Additional pages may be attached as necessary.
- ✓ You must have verifiable editorial assignment from a recognized media outlet to attend and cover the event as per the Professional Rodeo Cowboy Association (PRCA) media guidelines.
- ✓ Media access for freelance photographers and/or freelance journalists without editorial assignment will be granted on a case basis by the CNR Board of Directors.

Name of Media Outlet: _____
Name of Contact Person: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
Office Phone: _____ Fax: _____ Email: _____
Do you represent: _____ Radio _____ Television _____ Print Media _____ Other (please explain)
Persons Requesting Credentials:
_____ Title: _____

(Please attach an additional piece of paper if necessary.)

Please return this request via email to Gene@caldwellnightrodeo.com; or mail to CNR at P.O. Box 98, Caldwell, ID 83606. **Please return no later than August 1st. For more information contact Gene at 208-459-2060 or Gene@caldwellnightrodeo.com.**

Date received: _____ Approved: _____
