

Submitting Updates for 2019 CITR Travel Guide

We are gathering information for the 2019 CITR Travel Guide and county representatives are asked to review listings in the current guide, and submit updated information on behalf of your county. You are encouraged to coordinate with the other representative (if applicable) from your county when preparing information.

A copy of the 2018 travel guide is enclosed for your review.

- Please read the "what's eligible" sheet **BEFORE** you begin working on updates. Some listings within the guide require a private membership to be included, while other listings qualify to be included through the county's membership.
- **Minor changes/updates** can be made directly on the enclosed guide. When submitting these please photocopy, mark, or tear out the page(s) so we can easily identify the changes needed.
- Please use the enclosed forms for listings that require **major changes or for new listings not currently included in the guide.**
- It's also important to indicate if any sites have closed so that we'll know to remove these from the guide.
- We are seeking new photos and trivia for the guide and please refer to the enclosed sheets for information about submitting photos or trivia.

Please contact the CITR office at 800-285-5842 if you have any questions. Thanks!

The deadline for submitting updates is September **21**, 201**8**

STOP • STOP • STOP • STOP • STOP • STOP

Read before preparing submissions for 2019 CITR Travel Guide

What's Eligible to be Listed in the CITR Travel Guide

• Updated June 2018 •

* **Private business membership (\$150) in CITR is required for the following to be eligible for a listing in the Travel Guide:**

- * lodging (bed & breakfasts, hotels, motels, etc.)
- * dining (restaurants, tea rooms, etc.)
- * retail/shopping (malls, antique stores, gift shops, wineries, breweries, other retail shops, etc.)
- * for profit hunting preserves/lodges
- * travel agencies, tour companies, etc.

County representatives should NOT submit information for these because update forms are sent directly to private members of the region. However, we welcome new members and please let us know if you have lodging, dining, retail, or other businesses interested in joining CITR to be included in the 2019 Travel Guide. Or, visit our web site iowatourism.com to download membership information.

* **DMO's (destination marketing organizations) must be a private member (\$150 membership) in order to be eligible to be listed in the guide.** DMO's include chambers, convention & visitors bureaus, development corporations, etc. and these are listed on page 6 of the current guide. Serving as a county representative does not qualify your organization to be listed on the DMO page. New DMO members are welcome and please let us know if you or another organization is interested in joining CITR.

* Attractions from counties in good standing are eligible to be listed in the travel guide. Attractions must be accessible to visitors and we ask that you limit the number of those "open by appointment only" as these are often difficult for the traveler to access.

* Camping listings in the guide are limited to campgrounds located at county parks, state parks and federal areas. Due to space limitations we *cannot* include city parks unless the city is a private member. Private campgrounds must be members of the region to be included in the travel guide and these members are sent forms to update their information.

* Recreational Trails must be at least **8 or more miles** in length (no exceptions).

* Golf Courses: must be open to the public.

* Due to space limitations we do **not include a calendar of events in the CITR Travel Guide.** Events that are private members (\$150) are eligible to be listed and submission information is sent directly to the member.

We can e-mail submission forms so that you don't have to re-type the form when preparing submissions. Send your request to: ann@iowatourism.com AND indicate which form(s) you would like us to send.

Use this form for new attractions not currently listed in the CITER guide,
or for existing listings which require more than minor changes.

Attraction Submission Form • CITER Travel Guide •

*** Deadline ***

Due in the CITER office by September 21, 2018

Please type or print neatly - You may re-type this form by computer.

Brochures cannot be attached in lieu of completing this form.

Contact the CITER office at 800/285-5842 or 515/832-4808 if you have questions.

Attraction Name: _____

Street Address: _____

City: _____ Zip: _____

County attraction is located in: _____

Phone number (published): _____

Web site address: _____

Hours (be specific - list months, days, and times open): _____

Answer **yes** or **no** to the following:

Admission charged: _____

Able to handle group tours (30 or more people at one time): _____

Listed on the National Register of Historic Places: _____

Description (limit to 40 words or less - CITER reserves the right to edit descriptions if necessary):

Name of person completing form (not published): _____

Daytime phone # (not published) in case we have questions: _____

Mail: Central Iowa Tourism Region • Box 454 • Webster City, IA 50595-0454

Fax: 515/832-4809 Email: ann@iowatourism.com

CITER reserves the right to edit submissions and to decline inappropriate submissions.

This form should be used for county, state or federal campgrounds not currently listed in the guide, or for those which need major changes.
Minor changes/updates can be made directly on the enclosed guide.

Campground Submission Form CITER Travel Guide

*** Deadline ***

Due in the CITER office by September **21, 2018**

Please type or print neatly. You may re-type this form by computer.
Contact the CITER office at 800/285-5842 or 515/832-4808 if you have questions.

Name of Park: _____

Location/Street Address of Park: _____

City: _____ Phone Number (published): _____

Web Site (if available): _____

Months/Dates Open: _____

Type of Campground - **check one** - camping areas in county, state and federal parks are eligible to be listed in the guide. Due to space limitations we cannot include city parks unless the city is a private member. Private campgrounds must be a member of CITER to be eligible for a listing and these members will receive a different form to complete.

_____ County

_____ State

_____ Federal

Total Number of Sites: _____

with electricity: _____

Answer **yes or no** to the following:

Dump Station: _____ Showers: _____ Restrooms: _____

Tent Campsites: _____ Playground: _____ Picnic Area: _____

Beach Area: _____ Boat Launch: _____ Fishing: _____

Stream or River: _____ Lake: _____ (if lake, # of acres): _____

Cabins: _____

If Trails Available, Indicate What Type: Hiking: _____ Bike: _____ Equestrian: _____

Snowmobile: _____ Cross Country Ski: _____

Name of person completing form: _____ Daytime phone: _____

Mail: Central Iowa Tourism Region • Box 454 • Webster City, IA 50595-0454
Fax: 515/832-4809 Email: ann@iowatourism.com

CITER reserves the right to edit submissions.

This form should be used for trails not currently listed in the guide, or for those which need major changes. **Minor changes/updates can be made directly on the enclosed guide.**

Recreational Trail Submission Form • CITR Travel Guide •

*** Deadline ***

Due in the CITR office by September **21, 2018**

To be eligible for a listing, the trail must be at least 8 or more miles in length and suitable for walking, biking, etc.

Please type or print neatly. You may re-type this form by computer.

Brochures cannot be attached in lieu of completing the form.

Contact the CITR office at 800/285-5842 or 515/832-4808 if you have questions.

Location of Trail: _____ to _____

Name of Trail: _____

Number of Miles: _____

Type of Surface: _____

Contact Telephone Number: _____

Hours the trail is open: _____

Trail heads: _____

Name of person completing form (not published): _____

Daytime phone # (not published) in case we have questions: _____

Mail: Central Iowa Tourism Region • Box 454 • Webster City, IA 50595-0454

Fax: 515/832-4809 Email: ann@iowatourism.com

CITR reserves the right to edit submissions.

This form should be used for golf courses not currently listed in the guide, or for those which need major changes. **Minor changes/updates can be made directly on the enclosed guide.**

Golf Course Submission Form • CITR Travel Guide •

*** Deadline ***

Due in the CITR office by September **21, 2018**

To be eligible for a listing the golf course must be open to the public.

Please type or print neatly. You may re-type this form by computer.

Brochures cannot be attached in lieu of completing the form.

Contact the CITR office at 800/285-5842 or 515/832-4808 if you have questions.

Name of Golf Course: _____

Street Address: _____

City: _____

Phone number (published): _____

of Holes: _____

Answer **yes or no** to the following:

- Rental Carts Available: _____
- Pro-Shop: _____
- Driving Range: _____
- Food & Beverage: _____

Name of person completing form (not published): _____

Daytime phone # (not published) in case we have questions: _____

Mail: Central Iowa Tourism Region • Box 454 • Webster City, IA 50595-0454
Fax: 515/832-4809 Email: ann@iowatourism.com

CITR reserves the right to edit submissions.

Trivia

• CITR Visitors Guide •

***** Deadline *****
Information Due in the CITR office by
September 21, 2018

Contact the CITR office at 800/285-5842 or 515/832-4808 if you have questions.

* We'll be updating the "Did you Know" information in the CITR Travel Guide and welcome your trivia and other fun facts. Submitting information is optional you do not have to submit trivia.

* Information can be submitted on this form, or if you have an existing list of trivia you can submit this instead.

* Trivia appears throughout the guide and we encourage you to review these to get a sense of the length and type of information needed. Some ideas you might consider: agriculture, famous lowans, manufacturers, fun and unusual statistics, geography, history, science and nature, arts & literature, sports and leisure, etc.

List below trivia or fun facts you'd like us to consider including - attach additional sheets if needed.

Mail: Central Iowa Tourism Region • Box 454 • Webster City, IA 50595-0454
Fax: 515/832-4809 Email: ann@iowatourism.com

CITR reserves the right to edit submissions and to decline inappropriate submissions.