

Submitting Updates for 2023 CITR Travel Guide

We are gathering information for the 2023 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 may want to coordinate with the other representative (if applicable) from your county when preparing information.

A copy of the 2022 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.** Request forms by email at ann@iowatourism.com
- It's also important to indicate if any sites have closed so these can be removed 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 CTR office at 800-285-5842 if you have any questions. Thanks!

Updates are due by October 21, 2022

STOP • STOP • STOP • STOP • STOP • STOP

Read before preparing submissions for 2023 CITR Travel Guide

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

• Updated August 2022 •

* **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. New members are welcome and please let us know if you have lodging, dining, retail, or other businesses interested in joining CITR to be included in the Central Iowa Travel Guide. Or, visit www.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.

Submission forms available at www.iowatourism.com/industry-information/
Or email ann@iowatourism.com to request forms by email.
Please indicate which form(s) you need.

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

Attraction Submission Form • CITR Travel Guide •

*** Deadline ***

Due in the CITR office by **October 21, 2022**

Contact the CITR 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 - CITR 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

CITR 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 **October 21, 2022**

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

• CITER Travel Guide •

*** Deadline ***

Due in the CITER office by **October 21, 2022**

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

Contact the CITER 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

CITER 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 **October 21, 2022**

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

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
October 21, 2022

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.

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

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

2023 CITR TRAVEL GUIDE PHOTO REQUEST

PHOTOS DUE : OCTOBER 21, 2022

DO YOU HAVE SOME GREAT PHOTOS THAT SHOW THE VARIETY OF ATTRACTIONS THROUGHOUT OUR REGION?

If so, we invite you to share them with us to be considered for use in the CITR Travel Guide. Images must be high quality digital files that are available for CITR to use at no charge. Participation is voluntary and CITR reserves the right to decline inappropriate or poor quality photos. We will make every effort to utilize photos that are submitted but cannot guarantee that they will be used in the guide. If you have questions, please contact the CITR office at 800.285.5842 or 515.832.4808.

TURN YOUR CAMERA SIDEWAYS!!

Keep in mind that a single full page requires a vertical shot. All cover shots are vertical. So turn your camera upside down. Look for new angles. Shoot **DOWN** from up high. Shoot **UP** from the ground. Look backward and forward. Pay attention to the background and make sure it's not distracting. Take photos throughout the year in order to capture all four seasons. It is helpful to have a wide variety of images from which to choose so be creative!

GUIDELINES FOR SUBMITTING PHOTOS

LABEL EACH PHOTO

Clearly label each photo including where it was taken, the attraction name, contact name, address, phone number and email address. If images are saved to a disk, be sure to send a color or black-and-white printout of each photo including its description.

TYPES OF IMAGES & FILES

Images must be high resolution so use a camera with 5 or more megapixels.

- Photos - CMYK, 300 dpi at print size.
- Logos and bitmap line art - CMYK, 1200 DPI at print size.
- A good minimum print size is at least 4" wide.
- Acceptable digital file formats: .EPS, .JPEG, .TIFF or .PDF
- **Website photos are not acceptable.** High speed internet is faster with low resolution images. High quality printing requires high resolution images for excellent reproduction.

SENDING PHOTOS BY EMAIL

- If photos are emailed, there is a 8 MB limit per email. In the subject field: put the attraction name and "CITR" (e.g., ABC Museum - CITR).
- Large files may be submitted via Dropbox or other file sharing programs. Contact the CITR office for information.



SEND PHOTOS TO:

CENTRAL IOWA TOURISM REGION

ann@iowatourism.com

P.O. Box 454, Webster City, IA 50595

Questions, please call 800-285-5842