



Canada Trust

Ottawa International Jazz Festival
Festival International de Jazz d'Ottawa



June 21 to July 1, 2007

Media Pass Guidelines

- 1. Passes are not transferable.**
- 2. All Media must report to the Media Centre at Confederation Park via the Laurier Street Entrance.**
- 3. Media pass holders may not bring family members or other guests into the media areas. Media areas are for working journalists only.**
- 4. All journalists requesting passes must submit a media accreditation form accompanied by an assignment letter from an editor on official company letterhead.**
- 5. Requests from freelancers for media accreditation must be accompanied by a letter from the editor of a recognized media organization, on official company letterhead, indicating the organization's commitment to run a story on the Festival.**



In order to be considered for a Media Pass, please return all completed request forms to: **Suzan Zilahi** at media@ottawajazzfestival.com Tel: (613) 241- 2633
Fax: (613) 241- 5774

Media Accreditation Form

Name: _____

Company: Telephone: _____

Mailing Address: Fax: _____

City: Email: _____

Province/State/Country: _____

Will you require a camera pass as well? _____

What dates will you be attending the Festival? _____

Photo requests (Electronic or Hard copy): _____
(subject to availability)

Advance Interview Requests (please list artist) _____
(subject to availability)

Coverage will be featured/published on (approx. date(s)): _____

Please note: All Media must report to the Media Centre at Confederation Park (Laurier Street Entrance)