



INSPIRING TRAVEL
THROUGH RESPONSIBLE JOURNALISM

SATW WEEKLY BULLETIN

What Is it?

Actives and Associates can now submit a listing for a travel industry need, such as for a specific press trip or a lead on a story, which will then be sent to the appropriate member group who have opted into the Bulletin. The Bulletin is only for specific asks, not general announcements or press releases. Your listing must be for you or your client only. This is for SATW members only.

PLEASE READ THIS WHOLE DOCUMENT.

STEP-BY-STEP INSTRUCTIONS AT THE END.

How Does It Work?

For Associates

For example, an Associate who represents X is looking to fill four spots on an upcoming press trip. The Associate will fill out the below form (end of document) with all the relevant details. In the next scheduled Bulletin, all the Actives (and ONLY Actives) who opted into the Bulletin will receive this notice, along with any others different Associates may have submitted.

For Actives

The same holds true for Actives. So, for example, an Active working on a piece about visiting X will fill out the below form (end of document) with all the relevant details of what they need help with, such as accommodations, leads on interviews, attraction tickets, etc. In the next scheduled Bulletin, all the Associates (and ONLY Associates) who opted into the Bulletin will receive this notice, along with any other different Actives may have submitted.

The Fine Print

- You must opt in to post requests and receive the Bulletin.
- You must use the form provided to submit your listing. It will not be looked at otherwise. It will not be accepted by email. Period.
- The listing must be an action item—you have a specific travel ask or you are providing a specific travel opportunity. Anything else will be deleted without exception.

- All spaces on the form must be filled out.
- Listings will only be included once. You may resubmit a listing, but there will be no standing listings.
- The listing must be for you or your client.
- SATW reserves the right to edit or delete any listing that does not conform to the above rules.
- Only Actives who opt in will receive Associate posts (and be able to send requests).
- Only Associates who opt in will receive Active posts (and be able to send requests).
- Any member can opt out at any time.
- The Bulletin will be scheduled to go out once a week (assuming there are submissions).
- There may weeks with no submissions.
- Deadline: Noon on Thursdays.
- Bulletins sent on Fridays (assuming submissions).
- This is an SATW members-only program. No sharing links with non SATW-members.

STEP-BY-STEP INSTRUCTIONS

1. Opt in links here:

Actives – Weekly Bulletin Sign-up form:

<https://lp.constantcontactpages.com/su/rMkfQ36>

Associates – Weekly Bulletin Sign-up form:

<https://lp.constantcontactpages.com/su/JqyfQ3P>

2. Submit action items by **Thursdays** at noon here:

https://docs.google.com/forms/d/e/1FAIpQLSeYbVarVxLw7vrgZBznkWBO8oArj0IQje-jlcN88CsAb8Kg3A/viewform?usp=sf_link

3. Read the fine print above.