



Thank you for your interest in **Skylon Tower**. In order to apply for media assistance, we ask that you fill out the following Media Assistance Form and submit for review. Media collaboration visits will only be considered from **mid-October through to mid-May**.

Due to the overwhelming number of requests received, only approved requests will be notified via telephone or email.

Please note the following policies and restrictions:

POLICIES:

1. Requests must be submitted **2** weeks in advance to allow for necessary arrangements.
2. Skylon Tower must receive a legible copy of any article or broadcast tapes that result in your assisted visit to the facility. Failure to do so may result in refusal of future assistance.
3. All photography published and film segments broadcast require credits to Skylon Tower.
4. It is a prerequisite to tag Skylon Tower in all social media posts:
Instagram Tag – #Skylon_tower
Facebook Tag - #SkylonTower
5. Equipment required for photography/filming must be cleared prior to arrival.
6. Requesting parties must be able to produce press credentials verifying their association with a legitimate media outlet.
7. In the occurrence of Skylon guests appearing in photos or on film; legal personal release forms must be provided by the requesting parties and signed by guests stating their willingness to participate.
8. Media and crew will be required to sign Skylon Tower's general release form which will be provided on the day of the photo shoot or filming.

RESTRICTIONS:

1. Skylon Tower cannot guarantee availability during periods of higher business volumes (peak season, weekends). No collaborations on holidays or long weekends.
2. Skylon Tower does not offer assistance for personal traveling companions.
3. In order to minimize the disruption to our regular service; we do not permit filming of our guests while they are dining.
4. Only handheld cameras are permitted in our Revolving Dining Room and Summit Suite restaurants.
5. Tripods, spotlights, additional lighting and cables are not permitted in the Revolving Dining Room and Summit Suite restaurants or on our Observation Decks.



MEDIA ASSISTANCE FORM

TRAVEL DATES:

Requested Date of Visit:	
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JOURNALIST INFORMATION:

Full Name:	
Full Address:	
Phone:	
Cell Phone:	
Email:	
Emergency Contact:	
Have you (or your company) visited Skylon Tower before:	
Area of focus at Skylon Tower (Observation, dining, 3D/4D theatre):	
Type of equipment being used:	
# of Working Media (staff):	

MEDIA OUTLET INFORMATION:

Media Outlet Name:	
Journalist's Title:	
Media Type:	
Audience Demographic:	
Publication Type:	
Distribution:	
Outlet Website:	
Website Page Views/Month:	
Website Unique Visitors/Month:	



SOCIAL MEDIA: *min 5,000 followers required

Social Media Platform	Handle	Followers/Likes	Avg Monthly Impressions
Facebook			
Twitter/X			
Instagram			
Tik Tok			
YouTube			
Pinterest			

ANTICIPATED RESULTS:

How many posts do you plan to share and on which platforms:	
Types of posts (example, long or short videos, images, stories)	
Publication date:	

JOURNALIST STORY GOALS:

What is your story's focus:	
How will Skylon Tower be featured in your story:	

Date Request Submitted:	
Applicant Signature:	

Please Submit Form to:

Skylon Tower
 Group Sales Department
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