



## Digital News Request Form

The nonprofit Space Center Houston receives multiple requests for interviews, filming and photo shoots in and around the center. The following information is needed to evaluate your website, blog, social media channel or other digital platform and the type of story you are looking to write in order to protect the integrity of the foundation's mission and philosophy. **Completing this information does not guarantee acceptance of your request.**

A complimentary ticket to visit and review the museum are determined on a case-by-case basis considering numerous factors including, but not limited to, story topic, the date you plan to visit, duration, prior commitments to other journalists and staffing requirements. **At least two weeks' notice prior to your visit is required to review and approve the request, because of the high volume of requests.**

More information may be found at [www.spacecenter.org/news](http://www.spacecenter.org/news).

Space Center Houston is a nonprofit space museum owned and operated by the Manned Space Flight Education Foundation. It is the Official Visitor Center for NASA Johnson Space Center.

Today's date: \_\_\_\_\_ Visit date: \_\_\_\_\_  
(Day, Month/Date/Year)

### Contact information

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Title/Role: \_\_\_\_\_

Company/Organization: \_\_\_\_\_

Address: \_\_\_\_\_  
Street Suite

City \_\_\_\_\_ State \_\_\_\_\_ Postal Code \_\_\_\_\_

Country: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

### Blog or website information

Website URL: \_\_\_\_\_ Annual website visitors: \_\_\_\_\_

What is the main focus or topic of your blog or website?

\_\_\_\_\_

What are the demographics of your readership (age, education, income, ethnicity, gender, etc.)?

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Where do your readers live (cities, states, countries)?

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**Social media**

On what social media sites would the article be featured?

Twitter handle: \_\_\_\_\_

Number of followers: \_\_\_\_\_

Facebook: \_\_\_\_\_

Number of followers: \_\_\_\_\_

Instagram: \_\_\_\_\_

Number of followers: \_\_\_\_\_

Pinterest: \_\_\_\_\_

Number of followers: \_\_\_\_\_

Other (please list): \_\_\_\_\_

Number of followers: \_\_\_\_\_

**Additional information**

How would you promote your website or social media channel and the story about Space Center Houston?

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What is the topic of the story you wish to write about our center?

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Would your story write about other organizations or just our center?

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Have you written about Space Center Houston before?

Yes

No

If yes, please provide hyperlinks to the article(s). \_\_\_\_\_

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Is there any additional information we should know about you or your digital site (awards, honors, news coverage)?

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Will you send us a link to review the story before it is printed? Yes No

Will your story hyperlink to SpaceCenter.org and/or our social media sites?

Yes No

Space Center Houston's official social web pages are:

[www.facebook.com/SpaceCenterHouston](http://www.facebook.com/SpaceCenterHouston)

[www.linkedin.com/company/space-center-houston](http://www.linkedin.com/company/space-center-houston)

@SpaceCenterHou

There are many exhibits and educational programs offered at our center. Which ones do you wish to write about, photograph or film? To assist in developing your request list, review the [attractions](#) and [education programs](#) or visit [spacecenter.org](http://spacecenter.org).

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### Interview request

Do you wish to interview someone at the center for your story and if so, on what topic?

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### People visiting/equipment

How many people will you bring? \_\_\_\_\_  
Each person will be required to show a picture identification.

Please list the type of equipment you will bring. \_\_\_\_\_

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For security reasons, please provide the full names of the people visiting.

- |          |          |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

**Thank you for completing the form and for your interest in Space Center Houston.**