

**Member Profile Request Form**

This form is to be used to submit photos, changes, additions and/or corrections to member profiles. Send your completed form to stacy@destinationolorado.com.

**PHOTOS**

* Unfortunately, we are unable to list photo credits, so you'll need to ensure that you own rights to use any photos submitted for your listing. **Destination Colorado is not responsible for copyright infringement** on photos submitted from members.
* You may want to send photos through [www.wetransfer.com](http://www.wetransfer.com/). It is a free service for sending large files. You may also want to ensure the photos are all sized to the same specs. The recommended size for this is 600x600 pixels.

**CONTENT**

**Tell the audience what makes you unique in the meetings marketplace of your town/city/resort!** Submit **1-2 paragraphs of original content writing** for the four categories below.Avoid content that already exists on the internet or your website; we need original writing to drive traffic. Google discredits websites that use content sourced from other sites.

1. Meetings & Events:
2. Accommodations:

1. Weddings:
2. Function Space:
3. Meeting Specs – Please provide the following specs in 10 words or less/select Yes or No:
4. Capacity:
5. Meeting Spaces:
6. Largest Theatre:
7. Largest Classroom:
8. Largest Banquet:
9. Largest Reception:
10. Outdoor Venues: Yes/No?
11. Boardroom Venues: Yes/No?
12. Guest Rooms:
13. Suites:
14. Residences:
15. Restaurants:
16. Bars/Lounges:
17. Room Service Yes/No?
18. In-House Catering Yes/No?

I/We certify that we own rights to all photos submitted and used on the directory listing for (INSERT COMPANY NAME HERE) on the [www.DestinationColorado.com](http://www.DestinationColorado.com) website, and/or that we have written permission from the photographer to use them on our listing.

We also guarantee that any content writing provided for our listing is our own – it is original, and it was not taken from another website.

NAME:

COMPANY:

DATE:

SIGNATURE:

Send your completed form to stacy@destinationolorado.com and allow up to 72 hours for processing.

**OFFICE USE**

Received on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Request completed on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_