



MEDIA Policies and Guidelines

ALL media registration must take place through the online site. No applications will be accepted via phone, fax or email.

Please complete all requested information for the media credentials application. Read the requirements carefully. Applications may be denied due to missing information.

All persons must be on staff or assigned and verifiable. Please list staff names, position (e.g., reporter) and email address. The ALWS office will send media alerts and news releases via email to all contacts with emails provided in the request.

The number of media credentials issued to each media outlet will be limited to a **reasonable number** at the discretion of ALWS, based upon what is reasonable for an outlet to cover the series. Do not assume that you will receive the maximum; you must justify the number you need and for whom you are requesting. Any personnel over that limit will be subject to regular admission prices.

Upon receipt of your application, you will receive an automated e-mail confirmation that your application has been received. An additional e-mail will be sent notifying you of the outcome of your request about two weeks before the series. You also will receive additional information regarding picking up credentials, parking, ground rules, tournament schedule and other key information.

ALWS MEDIA CREDENTIAL REQUIREMENTS

Media credential qualifications are as follows:

- ALWS media credentials are for working media only. Family members, friends, children, etc., will not be issued media credentials.
- Freelance journalists/photographers are not issued credentials unless they are on a specific assignment from a recognized media outlet.
- Photographer credentials are approved for editorial shooting only. Photographers shooting for stock houses, resale and other commercial purposes will not be credentialed.
- ALWS maintains the right to request additional information from any media outlet prior to approving credentials and may approve or reject any credential requests for the event. We may request you provide a sample of media coverage of the series to validate you are working media.
- Applications suspected of being fraudulent are taken very seriously and will be turned over to law enforcement for investigation.
- Seating in the Press Box is limited. Seating in the Press Box and Lowe's Center is assigned by the American Legion National Staff in accordance with their longtime policy.

By completing the application for credentials, you are confirming you understand and will adhere to these requirements.