

**The Kingdom of Tonga**  
**Ministry of Commerce, Tourism and Labour**

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**Media/Film Application**

Please complete this form and return to the Ministry of Commerce, Tourism and Labour – Tourism & Trade Invest Division, behind the Ministry of Environment.

Please ensure you complete all sections applicable.

Groups over 10      Applications must be received 60 days prior to travel in order to be properly assessed and coordinated.

Groups under 10      Applications must be received 30 days prior to travel in order to be properly assessed and coordinated.

**Criteria**

**Step 1 – Details**

All applications must complete this section.

Name (as in passport)	
Nationality	
Address	
Telephone	
Fax	
Cell phone	
Email	
Occupation	
Employer	

**Step 2 – All applicants must provide the following:**

- Current resume- attached to the email
- A letter of confirmation from publication, production suggested angles/storylines you wish to explore – Please do advise of story line angles;

we need this information so to align your trip with the best possible experience for your story.

Name/working title of article/production	
No. of people travelling	
Dates of travel including flight number (proposed or confirmed)	
Length or duration e.g. No of pages, columns, 30 min episode	
Please advise what your budget for the project is?	
Please provide a list of crew members and their roles	
Please state which islands you are interested in visiting for your feature? Tongatapu, Vava'u, Ha'apai, 'Eua	
How many days would you like to spend on each island?	
Do you require images for suggested locations (if we have some on file)	
Scouting (film crews only) will you require assistance with this?	
Target market/readership please detail demographic your product is aimed at	
Circulation/distribution please advise geographic spread and numbers	
Advise on publication or broadcast details	
Are you being paid/commissioned for the piece?	
Cost of the final product (e.g. 2 pages in Australia Vogue travel section equals \$10,000 in Advertising)	

### **Step 3 – Assessment**

Please forward these details to the Tourism & TradeInvest Division of the Ministry of Commerce, Tourism and Labour for assessment.

Upon arrival a Terms of Agreement will be signed between the Ministry of Commerce, Tourism and Labour and a representative on behalf of the film company.

Ministry of Commerce, Tourism and Labour will not deem your project confirmed until we receive a complete form.

**Contact:**

Ministry of Commerce, Tourism and Labour

GPO Box 110

Nuku'alofa

KINGDOM OF TONGA

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Website: [www.mctl.gov.to](http://www.mctl.gov.to)