

Add/Change NewOrleansOnline.com Listing

Instructions for Adding a New Listing

If you are not currently listed on NewOrleansOnline.com, you will need to complete the entire first two pages excluding your business ID which you will receive once you have been added. You will also need to complete the section specific to your business (ie. Restaurant, Hotel/Bed and Breakfast, Nightclub/Bar, Shop/Gallery, Attraction, Tour Company, Company Offering Transportation Services, Company Offering Business Services, Church/Chapel). **Hotels that have restaurants, bars, and shops included in the hotel should fill out a form for each business separately.** Please be sure to select ONLY from the options allowed. If you do not see an option listed, please contact us and we will consider additional options on a case by case basis. Completed forms should be faxed back to **Ashland** at **504-524-4780**.

Instructions for Changing an Existing Listing

If you want to make changes to an existing listing, please first lookup your listing on NewOrleansOnline.com. Once you find your business listing, click on the business name to bring up a detail page for your business. In the URL, you will see a number after the locationID. This is your business ID and you will need to include it in the form (ie. On Harrah's Hotel page located at **http://www.neworleansonline.com/directory/location.php?locationID=1074**, the business ID is **1074**). You only will need to fill out the fields you would like changed. Please be sure to select ONLY from the options allowed. If you do not see an option listed, please contact us and we will consider additional options on a case by case basis. Completed forms should be faxed back to **Ashland** at **504-524-4780**.

Business Contact Information

The following four fields will not be included on NewO2020rleansOnline.com but instead will be used to periodically contact the person listed below to ensure that accuracy of the information for the listing is correct. The person listed below should be the person designated to provide accurate information for this business in the future.

***Business Contact:** _____

Business Contact's Job Title: _____

Business Contact's Phone: (_____) _____ - _____

***Business Contact's Email:** _____

Optional Listing Enhancements

*Each listing can be accompanied by a 45 word max description and as many tasteful photographs as you can provide so long as they are a minimum of 800 pixels wide and should give visitors a sense of what to expect when visiting your establishment. All images can be sent to jp@notmc.com. **Please be sure to specify the name of your business and your business ID in the e-mail.** Once the image has been approved by a member of NOTMC's staff, it will appear on your listings unique page.*

Basic Business Information

Business ID (If Your Listing Already Exists): _____

Location Name: _____

Are you currently a member of the CVB (circle one)? *Yes / No*

Should the business address and a map of the address be displayed on the listing page? *Yes / No*

Address 1: _____

Address 2: _____

Zip Code: _____

Local Phone: (_____) _____ - _____

Toll Free Phone: (_____) _____ - _____

Fax: (_____) _____ - _____

URL: http://_____

Business Hours: _____

Cash Only: *Yes / No*

Is this location handicapped accessible (circle one)? *Yes / No*

Does this business offer free off street parking (circle one)? *Yes / No*

Is this business locally owned? *Yes / No*

What business type/s would this be categorized under (circle all that apply)?

Hotel/Bed and Breakfast /Place of Lodging

Restaurant

Nightclub/Bar

Attraction

Shop/Gallery

Tour Company

Company Offering Transportation Services

Organization

Church/Chapel

If multiple selections are circled in the previous question, which of the above business types would this be primarily categorized as if you could only choose one?

Hotel/Bed and Breakfast /Place of Lodging

Restaurant

Nightclub/Bar

Attraction

Shop/Gallery

Tour Company

Company Offering Transportation Services

Organization

Church/Chapel

Options for Places of Lodging

Only complete and return if your business is a hotel, motel, hostel, or bed and breakfast.

Lodging Type (circle one):

Hotel

Bed and Breakfast

Motel

Hostel

Guest House/Inn

Campsite/RV Park

Plantation

Fishing/Hunting Lodge

Apartment

Expedia ID (used to provide a direct booking link): _____

AAA Rating (circle one):

1 star

2 stars

3 stars

4 stars

5 stars

Airport Shuttle To/From Property: *Yes / No*

Alarm Clock in Rooms: *Yes / No*

All Suites: *Yes / No*

Balconies Available In Some Rooms: *Yes / No*

Baggage Handling Available: *Yes / No*

Barber/Stylist On Site (circle one): *Yes / No*

Bar/Lounge On Site: *Yes / No*

Bar or Lounge Name/s: _____

Business Center On Site (circle one): *Yes / No*

Bus/RV Parking On Site (circle one): *Yes / No*

Cable TV Available in Rooms: *Yes / No*

Car Rental Desk On Site (circle one): *Yes / No*

Child Services On Site: *Yes / No*

Coffee Maker In Rooms (circle one): *Yes / No*

Concierge/Information Available (circle one): *Yes / No*

Express Checkout Available (circle one): *Yes / No*

FREE Continental Breakfast (circle one): *Yes / No*

FREE Fitness Facility On Site (circle one): *Yes / No*

FREE Internet Available in Rooms (circle one): *Yes / No*

FREE Local Calls (circle one): *Yes / No*

FREE Newspaper Available (circle one): *Yes / No*

24 Hour Front Desk: *Yes / No*

TAG Approved (circle one): *Yes / No*

Hair Dryers In Rooms (circle one): *Yes / No*

In Room Entertainment (circle one): *Yes / No*

Internet Available (circle one): *Yes / No*

Internet Details (FREE, Subscription Details, High Speed, Wireless, etc.): _____

Iron Available In Rooms (circle one): *Yes / No*

Jacuzzi On Site: *Yes / No*

Kitchen/Kitchenettes On Site: *Yes / No*

Laundry Services/Facility On Site (circle one): *Yes / No*

Meeting Facilities On Site (circle one): *Yes / No*

Mini Bar In Rooms (circle one): *Yes / No*

Non Smoking Rooms Available (circle one): *Yes / No*

Pets Accepted (circle one): *Yes / No*

Restaurant On Site (circle one): *Yes / No*

Restaurant Name/s: _____

Room Service Available (circle one): *Yes / No*

Safe Deposit Box Available In Rooms (circle one): *Yes / No*

Shops On Site (circle one): *Yes / No*

Spa On Site (circle one): *Yes / No*

Swimming Pool On Site (circle one): *Yes / No*

Rooftop Pool (circle one): *Yes / No*

Tennis Courts On Site (circle one): *Yes / No*

VIP Services Available (circle one): *Yes / No*

Wireless Internet Available On Site (circle one): *Yes / No*

Eco-Friendly (Circle One): *Yes / No*

Options for Restaurants and Eateries

Only complete the following if your business is a restaurant or bar that serves one of the cuisine types listed below. If your business is hotel with a restaurant or eatery inside the hotel, you will need to complete a separate add/change listing form for that business.

Attire (circle one):

Casual
Business Casual
Dressy

Open For (circle all that apply):

<i>Breakfast</i>	<i>Dinner</i>
<i>Brunch</i>	<i>Late Night (After 12:00 a.m.)</i>
<i>Lunch</i>	<i>Traditional New Orleans Sunday Brunch</i>

Average Price of Breakfast Entrée (circle one if applicable):

<i>Under \$12</i>	<i>\$18-\$24</i>
<i>\$12-18</i>	<i>Over \$24</i>

Average Price of Brunch Entrée (circle one if applicable):

<i>Under \$12</i>	<i>\$18-\$24</i>
<i>\$12-18</i>	<i>Over \$24</i>

Average Price of Lunch Entrée (circle one if applicable):

<i>Under \$12</i>	<i>\$18-\$24</i>
<i>\$12-18</i>	<i>Over \$24</i>

Average Price of Dinner Entrée (circle one if applicable):

<i>Under \$12</i>	<i>\$18-\$24</i>
<i>\$12-18</i>	<i>Over \$24</i>

Average Price of Late Night Meal Entrée (circle one if applicable):

<i>Under \$12</i>	<i>\$18-\$24</i>
<i>\$12-18</i>	<i>Over \$24</i>

Average Price of Sunday Brunch Entrée (circle one if applicable):

<i>Under \$12</i>	<i>\$18-\$24</i>
<i>\$12-18</i>	<i>Over \$24</i>

Does this Restaurant Offer Music or Entertainment (Circle One): *Yes* | *No*

Does this Restaurant Offer Dancing (Circle One)? *Yes* | *No*

Does this Restaurant Have a Full Bar (Circle One)? *Yes* | *No*

Does this Restaurant Offer Open Air Dining (Circle One)? *Yes* | *No*

Has this Restaurant Won a James Beard Award (Circle One)? *Yes* | *No*

Cuisine Type (circle all that legitimately apply):

African
American
Bakeries
Barbeque
Bar/Pub Food
Beignets
Bistro
Breakfast
Brewery/Brew Pub
Burgers
Cajun
Chinese
Coffee Shop/Café
Contemporary
Continental
Creole
Cuban
Desserts
Diner
Fast Food/Family Style
Food Truck
French
Greek/Mediterranean
Gluten Free
Health Food
Indian
International

Irish
Italian
Japanese
Juice Bar
Kosher
Latin
Louisiana
Mexican
Middle Eastern
Pizza
Po-boys
Sandwich Shop/Deli
Seafood
Soul Food
South American
Southwestern TexMex
Snowballs
Spanish
Steakhouses
Sushi
Tapas
Thai
Variety
Vegan
Vegetarian
Vietnamese

Options for Nightclubs and Bars

Only complete if your business is a nightclub or bar. If your business is hotel with a nightclub or bar inside the hotel, you will need to complete a separate add/change listing form for that business.

Attire (circle one):

- Casual*
- Business Casual*
- Dressy*

Nightclub/Bar Features: (Circle all that apply):

- | | |
|---|---------------------------|
| <i>18 to 21</i> | <i>Brewery/Brew Pub</i> |
| <i>Serves Food</i> | <i>Piano Bar</i> |
| <i>DJ Regularly</i> | <i>Dueling Pianos</i> |
| <i>Live Music Regularly</i> | <i>Oxygen Bar</i> |
| <i>Jazz Club</i> | <i>Hookah Bar</i> |
| <i>Dance Club</i> | <i>In Restaurant</i> |
| <i>Cajun Dancing</i> | <i>Outdoor Area</i> |
| <i>Burlesque Club</i> | <i>Darts</i> |
| <i>Cabaret Club</i> | <i>Pool Table/s</i> |
| <i>Karaoke</i> | <i>Ping Pong Table/s</i> |
| <i>LGBTQ Bar</i> | <i>Table Shuffleboard</i> |
| <i>Sports Bar</i> | <i>Cigar Bar</i> |
| <i>Comedy Club</i> | <i>Gentlemen's Club</i> |
| <i>Daiquiri Shop</i> | <i>Smoke Free</i> |
| <i>Wine Bar</i> | <i>Dive Bar</i> |
| <i>Extensive Beer Selection of More than 50</i> | <i>Rooftop Bar</i> |
| <i>Cocktail Lounge</i> | |

Options for Shops and Galleries

Only complete if your business is a shop or gallery that falls under one of the shopping types below. If your business is hotel with a shop or gallery inside the hotel, you will need to complete a separate add/change listing form for that business.

Shopping Type (Circle All that Apply):

<i>Antique Jewelry</i>	<i>Farmer's Market</i>	<i>Open Market</i>
<i>Antique Shop</i>	<i>Food Retail or Mail</i>	<i>Oriental Rugs</i>
<i>Artist/Art Gallery</i>	<i>Order</i>	<i>Outlets</i>
<i>Arts & Crafts</i>	<i>Furnishings and</i>	<i>Party Supplies</i>
<i>Art Market</i>	<i>Accessories</i>	<i>Perfumeries</i>
<i>Belt Shop</i>	<i>Gift Baskets &</i>	<i>Pet Store</i>
<i>Book Store</i>	<i>Flowers</i>	<i>Photo Finishing and</i>
<i>Cameras and</i>	<i>Gift Shop</i>	<i>Processing</i>
<i>Electronics</i>	<i>Gowns, Dresses, and</i>	<i>Posters and Prints</i>
<i>Candies, Chocolate,</i>	<i>Accessories</i>	<i>Salon/Spa</i>
<i>or Pralines</i>	<i>Grocery Store</i>	<i>Seafood</i>
<i>Children's Shop</i>	<i>Hardware</i>	<i>Shopping Center or</i>
<i>Christmas Shop</i>	<i>Hat Shop</i>	<i>Mall</i>
<i>Cigar, Pipes, or</i>	<i>Home and Garden</i>	<i>Silver Shop</i>
<i>Tobacco</i>	<i>Jewelry</i>	<i>Souvenirs</i>
<i>Clothing &</i>	<i>King Cakes</i>	<i>Specialty Items</i>
<i>Accessories</i>	<i>Kite and Flag Shops</i>	<i>Sundries</i>
<i>Coins/Rare Gold</i>	<i>Knives</i>	<i>Sunglasses and</i>
<i>Cookware</i>	<i>Lighting Stores</i>	<i>Eyewear</i>
<i>Cosmetics and</i>	<i>Lingerie</i>	<i>Tattoo and Piercings</i>
<i>Beauty Products</i>	<i>Liquor/Wine</i>	<i>Toy Store</i>
<i>Costumes</i>	<i>Luggage</i>	<i>Tuxedos and</i>
<i>Department Store</i>	<i>Mardi Gras Supplies</i>	<i>Accessories</i>
<i>Discount Store</i>	<i>Masks</i>	<i>Voodoo Shop</i>
<i>Dolls or Miniatures</i>	<i>Memorabilia</i>	
<i>Drugstore</i>	<i>Music & Video</i>	

Who does your product appeal to primarily (circle all that apply)? *Men | Women | Children*

Does this shop/store offer tax free shopping (circle one): *Yes | No*

Is this shop/store inside a mall (circle one): *Yes | No*

If so, what is the name of the mall? _____

Options for Tour Companies

Only complete if your business is a tour company.

Type of Tours Offered (Circle All That Apply):

Airboat Tours

Airplane Tours

Helicopter Tours

Art Tours

Bicycle Tours

Bus Tours

Cajun Tours

Cemetery Tours

City/Neighborhood Tours

Cocktail Tours

Cruiser Tours

Culinary Tours

French Quarter Tours

Flatboat Tours

Garden Tours

Garden District Tours

Haunted Tours

History Heritage Tours

Horse and Carriage Tours

Limo Tours

Mardi Gras Tours

Multi Language Tours

Nature Tours

Night Tours

Personalized or Specialized

Plantation Tours

Riverboat Tours

Romantic Tours

Segway Tours

Self-Guided Tours

Shopping Tours

Sightseeing Tours

Swamp Tours

Van Tours

Vespa/Scooter Tours

Walking Tours

Winery or Distillery Tours

Options for Attractions

Only complete and return if your business is an attraction falling under one of the types listed below.

Attraction Type (Circle All That Apply):

- | | |
|--------------------------------|----------------------------|
| <i>Alligator Farm</i> | <i>Historic Site</i> |
| <i>Amusement Park</i> | <i>Horse Racing Venue</i> |
| <i>Aquarium</i> | <i>Horseback Riding</i> |
| <i>Boat/Yacht Charter</i> | <i>Marina</i> |
| <i>Bowling Alley</i> | <i>Movie Theater</i> |
| <i>Casino</i> | <i>Museum</i> |
| <i>Cemetery</i> | <i>Park/Square</i> |
| <i>Church of Interest</i> | <i>Plantation</i> |
| <i>Cooking School</i> | <i>Research Facility</i> |
| <i>Cultural Center</i> | <i>Riverboat</i> |
| <i>Educational Institution</i> | <i>Skydiving</i> |
| <i>Fishing or Hunting</i> | <i>Sporting Venue</i> |
| <i>Garden</i> | <i>Performance Theater</i> |
| <i>Golf Course</i> | <i>Tennis Court</i> |
| <i>Health Club</i> | <i>Zoo</i> |
| <i>Historic Building</i> | <i>Other</i> |
| <i>Historic Home</i> | |

Admission Prices Including Discounts (if any): _____

Options for Transportation Companies

Only complete and return if your business is a company that offers transportation services.

Transportation Type (Circle All that Apply):

Airline

Airline Transportation

Airport

Aviation Service

Bike Rental

Bus Company

Car Rentals

Scooter Rentals

Limos

Wheelchair Mobility

Motorcoach Parking

Motorcycle Rental

Parking Lot/Garage

Public Transportation

Taxicabs

Pedicabs

Train Station

Bus Station

Transportation Services

Cruise Line

Private Car Service

Ride Sharing

Options for Churches/Chapels

Only complete and return if this is a church or chapel.

Denomination (Circle One):

African Methodist Episcopal

Anglican

Apostolic

Assemblies of God

Baptist

Bible

Buddhist

Catholic

Church of Christ

Christian Science

Church of God

Church of Jesus Christ of Latter-Day Saints

Eastern Orthodox

Episcopal

Evangelical

Full Gospel

Greek Orthodox

Hindu

Holiness

Independent

Interdenominational/Nondemoninational

Islamic

Jehovah's Witnesses

Jewish

Lutheran

Methodist

Orthodox

Pentecostal

Presbyterian

Quaker

Spiritualist

Unitarian

United Church of Christ

Unity

Wesleyan

Options for Organizations

Only complete and return if this business is an organization.

Organization Type (Circle One):

Performing Arts Organization

Sports Association

Shopping/Merchant Association

Carnival Krewe

Event Organizer

Local Charity Offering Voluntourism Opportunities

LGBTQ Organization or Association