

## AIA Policies and Procedures Manual

### Tournament: AIA Passes & Media Credentials

- **Passes – AIA**

- Each pass holder must show a picture ID that matches their name and picture on the pass.
- Both pass holder and guest must sign in on AIA Pass Sign in sheet.
- Sign in sheet(s) must be submitted returned with the unused tickets for accurate accounting of attendance.
- **ENTER ON THE TIER the number of pass holders and guests signed in.**
- AIA Pass Sign in sheet online under Tournament Forms:  
<http://aiaonline.org/about/procedures-manual>

- **Media Credentials – AIA**

- All members of the media must be approved by the AIA to cover the event. If not on the Approved Media List, the media member must fill out the Media Credential Form.
- The Media Credential Form, definition of a Media Agency, and the AIA Approved Media List are available online at: [http://www.aiaonline.org/news/press\\_center.php](http://www.aiaonline.org/news/press_center.php).