

Date of Request:	
Request made by/contact information:	
Reporter's name/beat:	
Name of media outlet:	
Description of media outlet, including circulation, target audiences:	
Phone, fax, e-mail and location of reporter:	
Expected length of interview:	
Story line:	
Reporter's questions:	
Other individuals/titles reporter has contacted for story:	
Information the reporter already has on the subject (including info. from our website):	
Reporter's deadline:	
The publish/air date:	
Best time for someone to call back or time when the reporter will call back:	
Interview format:	
Recommendation on request:	
Suggested spokesperson/title/media experience:	
Key message points:	
Background information:	
If the request is to respond	

**to a specific event, statement
or release by another party,
obtain a copy of the
information and insert it in
the opposite cell or attach to
this form.**

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