



## MEDIA INQUIRY FORM

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

JOURNALIST'S NAME: \_\_\_\_\_

MEDIA NAME: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_

PHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

INTERVIEW:        YES        NO

IF YES, WITH WHOM: \_\_\_\_\_

TOPIC OF ARTICLE: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

SPECIFIC QUESTIONS TO BE ANSWERED:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DEADLINE: \_\_\_\_\_

ITEM DUE TO RUN (date/issue): \_\_\_\_\_

REQUEST HANDLED BY: \_\_\_\_\_

ACTION TAKEN: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

USED (if known)    YES    NO        IF SO, DATE USED: \_\_\_\_\_