

Date: _____ Received by: _____

1.	Who is calling?
2.	What organization are you representing?
3.	Who else will be interviewed?
4.	What do you need? (Time? In-person interview? A photo?) Please be specific in your inquiry so I can pull the right file.
5.	What is your deadline for this story?
6.	What kind of a story?
7.	What triggered the story?

Response by: _____ Date Completed: _____

Response: _____

See attachment