Media Call Log Template

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| --- | --- |
| Reporter: |  |
| Media outlet: |  |
| Telephone number: |  |
| Email: |  |
| Time called: |  |
| Date called: |  |
| Reporter’s Deadline: |  |
| Inquiry/nature of call: |  |
| Interview requested: (who, when, where) |  |
| Others organizations interviewed for story: |  |
| Action/information given: |  |
| Action by: |  |
| Further information needed/request sent to: |  |
| Other comments: |  |

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