

Interview Information Sheet

Reporter: _____ Date/Time: _____

Station/Newspaper: _____ Phone: _____

Subject/Issue: _____

Story Angle: _____

WHAT DOES THE REPORTER NEED TO KNOW?

ANSWERS & WHAT I NEED TO FIND OUT

Notifications: ☐ Communications Office ☐ Supervisor ☐ Staff ☐ Parents

Reporter's Deadline: _____

Story Publication Date/Time: _____

Interview Planning Sheet

Subject/Issue: _____

Target/Audiences: 1) _____ 2) _____

	KEY MESSAGES	EVIDENCE/RATIONALE
1		
2		
3		
4		

Translate Message into QUOTABLE QUOTES:

1) _____

2) _____

EXAMPLE: _____

ANALOGY: _____
