

Preparing for and Working with Media in a School Crisis



Interview Request Form

Request to interview this person: _____

Reporter's name: _____

Phone and email: _____

Media outlet: _____

- Television
- Newspaper
- Radio
- Magazine
- Web news
- Other: _____

Deadline or interview time and date requested: Time: _____ Date: _____

Topic, storyline, specific question: _____

Format:

<input type="checkbox"/> Live	<input type="checkbox"/> In person
<input type="checkbox"/> Phone	<input type="checkbox"/> Panelist
<input type="checkbox"/> Audio recorded	<input type="checkbox"/> Talk show
<input type="checkbox"/> Videotaped	<input type="checkbox"/> Online

Location of interview: _____

Message taken by: _____

Source: National School Public Relations Association