



MEDIA REQUEST FORM

Thanks for your interest! We will facilitate your interview request as quickly as possible. All interviews are subject to our client's approval and availability.

Date: _____ Who Do You Wish To Interview? _____

BASIC INFORMATION

Person making request:

Title (*host, freelance writer, editor, etc.*):

Media company / affiliation:

FIRST choice for date of interview:

Second choice for date of interview:

Start time of interview (list all times as EST):

Requested length of interview:

Via phone or in person?

Best number to reach you:

Best email to reach you:

MEDIA INFORMATION

How many readers, listeners, or viewers?

What is the frequency of media output? (*daily, weekly, etc.*)

Name other people being interviewed, if anyone.

How will interview be documented? (*audio recording, video, etc.*)

It will be published or aired on what date?

OTHER CONTACT INFO

Business address:

City/State/Zip Code:

Mobile or alternate phone:

Alternate email:

Website:

Other site:

▶ Name of your editor or producer?

▶ Your editor or producer's best contact info:

~ see page 2 ~

AKILA WORKSONGS Public Relations

Media Request Form - Page 2

If this is an in studio or in person interview, please give details

Location where interview will be held: _____

Full street address: _____

Cross streets: _____

City/State/Zip Code: _____

Requested Arrival Time: _____

Request materials here (check all that apply)

- Bio
- Photo/JPEG
- Sample Interview Questions
- CD, Book, or other Product (if applicable)
- Other: _____

☛ Whom do we contact to get a copy of this interview? _____

☛ Phone and email: _____

NOTE

How did you hear about our client? _____

Are you on the email list of the person you want to interview? _____

Are you on the "Put On BLAST!" email media list of AKILA WORKSONGS? _____

If not, check here if you would like to be added: _____

FOR OFFICE USE ONLY

Date Received/By: _____ Assigned To: _____ Notes: _____

MediaRequestForm/2007May