

Media Inquiry Log Sheet

(Complete and fax or e-mail to the Director of Communications as soon as possible)
(Department of Communication Fax: 405-530-2093; Dir. of Communications: jharris@okumc.org)
(Use a new sheet to log every call or contact)

Day and Date: _____

Time: _____

Name of caller: _____

From: _____

<name and type of outlet; e.g. newspaper, TV station, wire service, etc.)

Phone Number: _____

E-Mail: _____

Is follow up required? ____ Yes ____ No

If yes, be specific:

Summary of conversation:

Signature