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: _________________________________________________________________________

<nname 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