## **Crisis Communication Approval Form**

## 1. Request Details Date Requested By Department / Team Contact Information 2. Crisis Communication Summary Subject / Headline Summary / Purpose Intended Audience **Distribution Channels** Deadline for Distribution

## 3. Message Draft

**Draft Content** 

4. Approvals	
Manager Approval	
Data	
Date	
Legal Approval	
2-354.7.454.7.45	
Date	
Evenutive Approval	
Executive Approval	
Date	
5. Additional Notes	
5. Additional notes	