

Media Interview Prep Sheet

Interview Details

Interview Date & Time:

Interviewer & Media Outlet:

Interview Format (e.g., in-person, phone, video):

Key Messages

Primary Message(s):

Supporting Points:

Sample Questions & Answers

Anticipated Questions:

Planned Responses:

Soundbites/Quotes

Key Facts & Figures

Do's & Don'ts

Do's:

Don'ts:

Notes / Additional Information