## **Spokesperson Media Brief Approval**

| Date                   |   |
|------------------------|---|
| Spokesperson Name      | 1 |
|                        |   |
| Approved By            |   |
| Media Outlet           |   |
|                        |   |
| Journalist Name        |   |
| Interview Date/Time    |   |
|                        |   |
| Purpose of Interview   |   |
|                        |   |
| Key Messages           |   |
|                        |   |
| Topics to Avoid        |   |
|                        |   |
| Background Information |   |
|                        |   |
| Additional Notes       |   |
|                        |   |