

PHONE FORM

"Hello. May I please speak to _____ or someone in public relations
or public information?" CONTACT'S NAME

"My name is _____ and I'm from _____."
YOUR NAME YOUR SCHOOL/GRADE/ORGANIZATION

1. PURPOSE (what you're going to say or ask): _____

2. INFORMATION (write down what your contact tells you): _____

(Attach more paper if you need it.)

"Thank you very much."

YOUR NAME DATE OF CALL

SCHOOL/GROUP PHONE SCHOOL/GROUP ADDRESS

CONTACT'S NAME TITLE

CONTACT'S PHONE CONTACTS ADDRESS