

# Media Interview Preparation

Date: [Insert Date]

To: [Director's Name]

From: [Your Name]

Subject: Media Interview Preparation

## Interview Details

**Interview Date:** [Insert Date]

**Time:** [Insert Time]

**Media Outlet:** [Insert Media Name]

**Interviewer:** [Insert Interviewer's Name]

## Key Messages

- [Key Message 1]
- [Key Message 2]
- [Key Message 3]

## Potential Questions

- [Potential Question 1]
- [Potential Question 2]
- [Potential Question 3]

## Supporting Information

[Include any relevant statistics, anecdotes, or supporting documents]

## Interview Tips

1. Stay calm and composed.
2. Listen carefully to questions before answering.
3. Be concise and focused in your responses.

## **Follow-up**

After the interview, consider sending a thank-you note to the interviewer and providing any additional information requested during the discussion.

Best Regards,

[Your Name]

[Your Position]

[Your Contact Information]