**FOR INTERNAL USE ONLY**

**DATE**

**Media Outlet:**

**Media Contact:**

Name:

Title:

Email:

**Air Date:**

**Link to Story:**

**University of Maine Contact(s):**

Name:

Title:

Email:

Phone:

**Media Inquiry:**

Please provide information about the inquiry here. It should include a summary of the inquiry/questions asked.

**Talking Points:**

* Please provide 3-5 talking points for use by the individual being interviewed.

**Scheduling:**

Please provide details about the interview: when it will take place, in what format (virtual, in-person), and any relevant contact details.

**Background:**

**Reporter Bio:**

Please provide a biography of the reporter, as well as a link to their profile if available.

**Recent stories:**

Please provide stories recently written by the reporter who reached out with the media inquiry