

**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 school/grade/organization.”** (your name)

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.”**

\_\_\_\_\_  
Date of call

\_\_\_\_\_  
Your name

\_\_\_\_\_  
School/group phone

\_\_\_\_\_  
School/group address

\_\_\_\_\_  
Contact’s name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Contact’s phone

\_\_\_\_\_  
Contact’s address