

Vermont Email Form  
11-7-19

*To: Secretary; Deputy Secretary; Director of Communications & Outreach*

*Subject: MEDIA CONTACT FORM*

*If you've been contacted by the press, please fill out the form below in a timely manner and send to the ANR Secretary's Office.*

*Their addresses should automatically populate into the "To" field of this email.*

*In addition, please cc your Commissioner, Deputy Commissioner (if applicable), Division Director and direct Supervisor.*

*Media Contact Form*

*Name of media outlet:*

*Name of reporter/editor:*

*Reporter's Phone number:*

*Reporter's deadline:*

*Subject and response (include enough information so reader will understand the subject discussed and the primary responses you gave):*

*Person responding to inquiry (include name / title / department):*

*Date and time of inquiry:*

*Was the inquiry forwarded to another person and, if so, to whom? (Note: When you refer a reporter to another staff member, as a courtesy, always let that staff member know as soon as possible.):*