

Pre-Interview Checklist

To be well prepared before an interview, ask:

1. Who is the reporter and where do they work?
2. What is the subject of the proposed interview?
3. What is the focus of the story?
4. How long will the interview be?
5. Have they spoken/do they intend to speak with anyone else?
6. What other sources do they intend to consult?
7. What is the reporter's deadline?
8. When will the story be published or broadcast?