

Media Request And Approval Log - Filled Example

Completed example: Jordan Lee for Riverside Council | Prepared September 15, 2026

A completed media workflow showing intake, message preparation, approval, interview logistics, and post-interview follow-up.

Media request log

Received	Outlet / reporter	Request	Deadline	Decision	Owner
Sept. 14 09:12	Riverside Daily / Kim Wu	Interview on school-zone speeding	Sept. 14 15:00	Accept	Lena
Sept. 14 11:30	CHRB Radio / Mark Ellis	Live debate invitation	Sept. 16	Accept pending format	Maya
Sept. 15 08:40	Local blog	Comment on unverified personnel allegation	11:00	Decline speculation; provide process statement	Lena

Completed interview preparation

Item	Approved content
Primary message	Jordan will publish a 90-day school-zone safety action plan with timelines and public progress updates.
Proof point	Community board project delivered two crossings under budget and on schedule.
Likely question	How will this be paid for?
Answer bridge	The first step is a transparent engineering review and budget options; Jordan will not promise a cost before that work is public.
Avoid	Do not speculate about enforcement decisions or criticize municipal staff.

Post-interview log

Interview completed at 2:10 PM. Reporter received the platform link and crossing-project source. One answer on timing was too long; candidate will practise a 20-second version before radio debate.

Training note: This is a fictional completed example. Campaigns should replace all entries with their own facts and verify jurisdiction-specific legal, finance, privacy, and election requirements with current official sources.