



Media Request and Approval Log

Track media questions, deadlines, spokesperson decisions, approvals, publication, and follow-up.

Campaign	
Owner	
Date / milestone	
Review date	

Purpose and operating standard

Open one row for every request, even when the campaign declines.

Use verified information, assign a named owner, protect personal data, and confirm jurisdiction-specific legal or election requirements with the authorized campaign official or election authority.

Request log

Date/time	Outlet/reporter	Questions/topic	Deadline	Spokesperson	Owner	Status

Approval record

Request	Facts verified/source	Audience outcome	Approved response	Approver/time

Interview / response preparation

- Confirm format, length, live/recorded status, and deadline.
- Prepare one core message, proof points, likely questions, and bridges.
- Choose one spokesperson and one staff contact.
- Archive the final response and publication link.

Follow-up

Publication link / result	Correction needed	Relationship follow-up	Owner/date





Sources and local adaptation

Confirm all election, finance, accessibility, privacy, and voting-information requirements using current official sources. Record the source and verification date before operational use.

Elections Canada - candidate and political financing guidance
<https://www.elections.ca/>

U.S. Federal Election Commission - candidate and committee guidance
<https://www.fec.gov/help-candidates-and-committees/>

National Democratic Institute - Campaign Skills Handbook
https://www.ndi.org/sites/default/files/Campaign%20Skills%20Handbook_EN.pdf

CISA - election security resources
<https://www.cisa.gov/topics/election-security/election-security-resource-library>