POC: Communication Strategy and Operations, Media Section: (760) 830-6817 or SMBPLMSMCAGCCCOMMSTRAT@usmc.mil

1. **Media outlet/representative:**
2. **Request**:

*Who*:

*What*:

*Where*:

*When (Date & Time)*:

*Type of Coverage (Print, TV):*

*Focus of the product:*

*Deadline:*

1. **Brief Background on you and your media outlet**:
2. **Contact Information:**

Email:

Phone:

1. **Expected Publication Date:**

Approved/Disapproved Signed/Date:Reason –