

## Sample Interview Set Up

1. Identify a story topic.
2. Identify the reliable source for information.
3. Obtain the phone number of the individual or department.
4. Dial the phone number.
5. Identify yourself.
6. Ask for the person you wish to speak to,
7. Explain why you are calling: "I'd like to set up a time to interview you about \_\_\_\_\_".
8. Find out when the person is available: "When are you available?"
9. Ask where it is convenient for the person to meet. Should you go to their office or classroom, or have them come to your classroom or the radio studio? Will the interview be in person or over the phone? "Where would you like to meet?"
10. Don't lose the information. Thank them for their time and willingness to be interviewed. "Thank you for your time. I will see you/talk to you tomorrow."
11. End the phone call by saying "goodbye" and waiting for the other person to say "goodbye."
12. Hang up the phone gently. Do not talk to other people in the room until the phone has been hung up completely.
13. Write down the information so you do not forget! Put it in your planner, cell phone, or whatever your system is for remembering important appointments.

Provided by Diane Raab c2012