

- > Be accessible
- Respond right away
- > Use email
- ➤ Meet reporters where they are at if on FB, Twitter, text, email – everyone is different, figure out what they are using and use that

- Use Twitter simply retweeting a reporter's story can put you in their line of sight
- Share stories you are in on Twitter, include reporter's handle
- Immediately and politely ask for corrections do it in writing
- Avoid cold-calling reporters email is better

- Follow up with conversations immediately send links, materials via email
- Include your title & contact info in your signature file in your email messages and always attach it to your messages
- Subscribe reporters to your newsletter ask if you can subscribe before hanging up or finishing an interview

- Prep for interviews create talking points, pass them around to co-workers, colleagues, get feedback
- If you say something you find out later was incorrect, correct it immediately
- Thank reporters for stories

- Reply early the earlier you respond to an interview the greater chance you have to shape the direction of the story
- Maintain up to date contact info for reporters add them to your contacts DB, follow them on Twitter
- Maintain contact info for colleagues you can refer reporters to for more info/comments.

- If you are doing outreach:
 - ✓ Make sure your item shows up everywhere PRNewswire, your blog, your site, your Twitter account, Facebook, your newsletter – multimedia
 - ✓ Keep your news release short, include quotes. Imagine
 you are writing the story for the reporter

- Images are important have an image you can attach to your message.
- Be to the point. Brevity is key. Make quotes as short as possible. Don't write long emails – they won't get read.
- Learn how to make Voice Memos on your phone learn apps like Report-IT

Good Luck! Share your stories on EVN!



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