

Radio Contact Information

RADIO LOG SHEET

← Specific CONTACTS

Name:
Address:

Phone 1:
Phone 2:
Fax:
E-mail:
Web:

Radio type: _____
 Call letters and numbers: _____
 Request line: _____
 Tracking contact: _____
 Tracking days/times: _____

 Station address (if different): _____

	Name	Position	Specific details (eg., Direct phone/e-mail, Personality, Office hours, etc.)
C1			
C2			
C3			
C4			
C5			

History of radio play:

Who?	What? <small>(which shows – spins, plug, performance, interview, etc.)</small>	When?	Why? <small>(new album release, live show, etc.)</small>

Contact Log with Codes

<u>Contact Log with Codes</u>				<u>Promotional items log</u>	How Sent	Date Sent	Date Rec'd	Date Re-sent
Date	Time	Init.	Contact Codes					
				Press kit , CD, play guide				
				Press release				
				Poster/glossy photo				
				Other:				

NOTES: