Interview subject:

Topic/piece:

Interview date/time:

Phone/call-in #/location:

**Basics**

Goal of interview:

3 key pieces of info I require:

Should we do a pre-interview?

**Info on subject**

Bio:

LinkedIn:

Website:

Social Handles:

Previous writings I should read:

**Questions**

Who …

What …

When …

Where …

How …

Why …

How much …

How long …