PHONETREE REQUEST FORM

Requested by_____
Phone Number_____ Today's Date_____/_____/_____
All outgoing messages must be requested and approved three days prior to event.

Date of event_____/_____/_____   Date you will send out message_____/_____/_____

Purpose of calls
(Circle all that apply)

Reminder   Meeting   Event   Information   Schedule Change   Class

Please write your message here:
Don't forget the five W's...   Who? What? When? Where? Why?

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

Office Use Only
Date Received_____

Message Approved   Yes   No

Approved by_____