**SAMPLE FORM FOR TRACKING MEDIA OUTREACH**

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| **Date** | **Media Type****(Print, broadcast, email, social media)** | **Description/Topic of Information Distributed** | **No. of People (or Outlets) Contacted** | **For email/social media:****No. of responses** | **For social media:** | **For print/broadcast media:****(Estimated) No. reached:**  | **Comments on effectiveness** |
| **No. of likes**  | **No. of re-posts** |
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