

Media Event Quick Contact Sheet

Contact us a week or more before your event: CMW's Newstips cover as much newsworthy material we receive as possible. We mail and E-mail journalists these 'tips' and post them on our Web site. E-mail cmw@newstips.org or fax us at 312-344-6404. Or call Curtis Black, 312-344-6400.

Use these numbers from 1 to 3 days before your event: Daybooks: Every morning, daybooks 'feed' most newsrooms throughout the region a schedule of events for the coming day. Send them your advisory 1 to 3 days ahead of time:

Outlet	Phone	Fax	Email
Sun Times News Group Wire	312-321-2147	312-321-2148	stngwire@suntimes.com
Associated Press Daybook	312-781-0500	312-960-9564	mdonahue@ap.org
Tribune City Desk daybook	No phone	312-222-4674	ctcmetro@tribune.com

City desks: a good 'court of last resort' if you can't reach a specific journalist or have breaking news:

Outlet	Phone	Fax	Email
Chicago Sun-Times City Desk	312-321-2522	312-321-3084	metro@suntimes.com
Chicago Tribune City Desk	312-222-3540	312-222-4674	metro@tribune.com
Daily Southtown Newsroom	708-633-6777	708-633-5999	news@dailysouthtown.com
Daily Herald	No phone	847-427-1301	news@dailyherald.com

TV News Planning: One or two days before an event, planning editors at local news programs will take your pitch and route it onto a station's schedule of potential news opportunities. The day before an event, call the Assignment Desk. Not every station has a planning editor; for those that don't, it's OK to just call the Assignment Desk.

Outlet	Phone	Fax	Email
WBBM-TV (Deirdra White)	312-202-2668	312-202-3878	drwhite@cbs.com
WGN-TV (Ellen Fiedelholz)	773-883-7832	773-883-3390	wgntvinfo@tribune.com
WLS-TV (Len Prazak)	312-750-7175	312-899-8019	wls.planning@abc.com
WMAQ-TV (Pam Oliver)	312-836-5575	312-527-5925	pam.oliver@nbcuni.com

TV & Radio Assignment Desks: Don't call right before or during a news show; avoid radio stations at the top of the hour when they are running news. These folks have even more juggling to do than their print counterparts so deliver an even quicker pitch – little more than checking your event is on the station's schedule of potential news opportunities for the day (assuming you accessed the Daybooks or faxed in your advisory).

Outlet	Phone	Fax	Email
ChicagoLand Television	630-368-4444	630-368-4468	cltvdesk@tribune.com
WBBM-TV (CBS 2)	312-202-3648	312-202-3878	wbbm-tvnewsdesk@cbs.com
WFLD-TV (FOX 32)	312-565-5533	312-819-1332	news@foxchicago.com
WGBO-TV (Univision 66)	312-494-6483	312-494-6496	mtrevino@univision.net
WGN-TV (Tribune 9)	773-883-3203	773-528-6050	Prefer fax.
WLS-TV (ABC 7)	312-750-7381	312-899-8019	Prefer fax.
WMAQ-TV (NBC 5)	312-836-5658	312-527-5925	pam.oliver@nbcuni.com
WSNS-TV (Telemundo 44)	312-836-3110	312-836-3232	assignmentdesk@nbcuni.com
WBBM-AM (780)	312-297-7793	312-297-7822	producer@wbbm-am.com
WBEZ-FM (91.5)	312-948-4650	312-832-3158	news@chicagopublicradio.org
WGN-AM (720)	312-222-4730	312-222-5977	newsintern@tribune.com