

BUSINESS ACTIVITY REPORT

[Insert client logo]

TriSight Communications performed the following public relations services this month for the [insert client name].

ACTIVITY

First Subheading

- ▼ On June 2, did [activity]. Activities included:
 - Drafting and distributing pitch emails for each region to accompany release;
 - Fielding media requests throughout the day; and
 - Monitoring and tracking coverage throughout the month.
- ▼ Secured interview with [reporter name] of *[publication name]* regarding the [name of activity/item/event/report].
- ▼ Participated as [client name] spokesperson in interview with [reporter's name] of the *[publication name]* regarding the [name of activity/item/event/report].

Second Subheading

- ▼ Researched [items] and submitted recommendations to [client contact] for consideration.
- ▼ Corresponded with [client representative names] of the [client] regarding [name of activity/item/event/report].

Planning, Administration & Other Communications Support

- ▼ Met internally on a regular basis to discuss account activities and next steps.
- ▼ Monitored the following news outlets on a daily basis for [which industry?] industry coverage, including:
 - [Publication 1]
 - [Publication 2]
 - [etc]