



Policy	Media Protocol
Date	November 16, 2016
Support Department	Business Protection and Safety
Support Contact	Luis Torres
Stores	All stores
Store Review Team	All Team Members
Purpose	To ensure all media inquiries go through the appropriate department to protect the company.

Instructions

1. If a member of the media arrives at the store:
 - a. Before commenting or answering questions please ask them to wait a moment while the media relations team is contacted using the contact information below. We will either authorize them to be there or for you to speak with them directly.

Donna Egan, Corporate Communications Director media@sprouts.com

602-682-3152

(602-390-7580- urgent situations only)

2. If you receive a media inquiry:
 - a. Please refer them to media@sprouts.com.
3. If you receive a request to film a video at Sprouts:
 - a. Please let them know that all film requests must be submitted via e-mail to media@sprouts.com.