

Steward Fact Gathering Form

Today's Date: _____

Your Name: _____

Who approached you (emailed you / called you)? _____

Contact Information for this person email (preferably private email)

Contact Information for this person Work/Cell phone # _____

When did this happen? _____

Briefly describe the situation/issue or concern.

More Details:

Do you think this is a **Contract problem**?

Do you think this is a **Complaint**?