**MEDIA CONTACT**

Name:

Title:

Phone Number:

Email:

**FOR IMMEDIATE RELEASE**

MEDIA ADVISORY

[TITLE]

**WHO/WHAT:** [Insert a 1-2 paragraph description of your event]

**WHEN:**  [Insert date & time]

**WHERE:**  [Insert address]

**WHY:** [Insert why this event/launch is taking place and the significance behind it]

**QUOTE**: [Insert quote from a key stakeholder if relevant]

**LINKS:** [Insert any links that are relevant to the organization or event]