**MEDIA CONTACT**

Name:

Title:

Phone Number:

Email:

**FOR IMMEDIATE RELEASE**

**[TITLE]**

[*City, STATE –* Month, Day, Year] – **Paragraph One**: This is where you will put the main and important details of the event/story. This will include the who, what, when, where, and why.

**Paragraph Two:** Expand on the information shared in the first paragraph. You are wanting to grab the reporter’s attention and keep them reading.

**Paragraph Three:** Insert a quote from someone significant to the story/event. This gives the reporter more content to use when covering the story. Be sure that the quote is relevant and shares one key message.

**Paragraph Four:** Provide any further information that may be applicable.

**Paragraph Five:** Insert a final quote from a person of importance that rounds out and sums up the story.

**About [company’s name]**

[Insert company’s boiler plate here]

For more information about [company’s name], visit [company’s website].

**###**