

# Media Release

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*Insert date*

**FOR IMMEDIATE RELEASE**

Contact: *insert name*

Position: *insert position*

Office: *insert phone number*

Email: *insert email*

## ***Insert event title***

***Insert description of event 3-4 paragraphs, not to exceed a page.***

### ***Important details:***

- *What is happening?*
- *Date, time, location*
- *Who's participating?*
- *Why is it important? Why should media attend?*

Please note, at the bottom of each media release be sure to put **-30-** , this is how the media recognize the end of the release.