NEWS RELEASE



 🡨Right click and select “change picture”

FOR IMMEDIATE RELEASE – DATE (Month, Day)

Contact: Name, Title

Email address

Office: XXX.XXX.XXXX Mobile: XXX.XXX.XXXX

**Headline of one to two lines that draws in the reader and clearly states what the event is (Make them care!!)**

(TOWN or CITY, STATE) – Start with the what and why in a sentence or two.

Provide more specific details, about how the event or fundraiser is going to impact children and families.

Provide information on how people can get involved, buy tickets, assist if they are not able to attend, etc.

Provide a few sentences about the ministry it is supporting by utilizing resources, such as the Annual Report or the mission and vision statement on our website or other stats or tidbits on our website.

A way to add a nice professional touch is to add a quote about the event from someone prominent. Use the following style: “The quote goes here,” said Mr. Awesome, captain of the Ceramic Tile Club.”

Bonus point: It’s always a nice added touch to include contact information for people who are available to be interviewed for a story, as well as attach any quality photos you have that can highlight your event.