

[Use letterhead or logo]

For Immediate Release

*For more information, contact
Name, Title/Org, (###) ###-####*

Headline

Subhead

CITY, STATE, MONTH, DATE- Big picture. Specific. NOT clever. The straight up Who, What, When, Where, How, Why

QUOTE FROM KEY PERSON

Another level of detail

More specifics if needed

PULL OUT INFO, Ex: "Events and Activities Include:" or

Who:

What:

When:

Where:

Boilerplate- Basic info about your school or district

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