# Media Advisory Template

Media Contact: [Marketing Director Name] ***FOR IMMEDIATE RELEASE***

Phone: [Marketing Director Phone Number]

Email: [Marketing Director Email Address]

**[Headline]**

[Event Description: Include two to three paragraphs describing the event, it’s purpose and/or goals, and why it’s important to the local community.]

Please call [Name of Marketing Director or Event Coordinator] at [phone number] to learn more.

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| **WHO:** | [Insert attendees, for instance “Tree City, IL, and surrounding area residents”] |
| **WHAT:** | [Insert event name, hosted by Facility Name] |
| **WHEN:** | [Day of the week, Month, DD, YYYY] [Time of event] [Additional times to be aware of, e.g., “Lunch to follow, beginning at 12 PM”] |
| **WHERE:** | [Venue name] [Street number and address] [City, State, Zip] |
| **INTERVIEWEES**  **AVAILABLE:** | [Name, Title]  [Topics that individuals can speak to relevant to the event] |
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