

YOUR LOGO HERE!

Press Release Template

Headline :

Date :

For Immediate Release OR Embargoed Until :

Contact Info:

Your Name & Department:

Email:

Phone:

Details:Summary Paragraph:

Relevant information/more details:

Who is involved (students/staff/community):

Quote:

- ✓ REMEMBER TO ATTACH RELEVANT PHOTOS!
- ✓ KEEP YOUR STORY SNAPPY, INTERESTING AND WORTH READING!
- ✓ MAKE SURE YOU COVER THE 5 W's – WHO, WHAT, WHERE, WHEN AND WHY!