

Press Release Template

PROVIDED BY:

ABC Woman's Club
Your Town, NJ

TITLE:

Date: _____, 2018

FOR IMMEDIATE RELEASE

Your Town, NJ – Add CONTENT

Things to include in your article:

- The Hook – Maybe start with a question to draw the reader in....
- State what will or did happen? (i.e., Sale, Fundraiser, Fundraiser Results, Bingo Game, Local Donation, Local Day of Service, etc.)
- When will/did the event occur? (Date/Time)
- Why the event will be/was held? (i.e., fundraiser to benefit youth scholarship)
- What is the Cost? (how to pay – by mail? Who to make check out to; Online Payment options? Note if any processing fees may be applied for online ordering State deadlines for obtaining tickets/registering etc.)
- Add boilerplate ending
- Attach photos or video (Be sure anyone pictured has signed a Media Release form)

Add logos following your article:



To signify the end of the release, type **3#’s** (centered horizontally):

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Add Contact Names, Titles and Phone/Email address should the editor have any questions.

Note: This information will **NOT** appear in the actual release. It is **ONLY** for the convenience of the editor who may need clarification about some aspect of your article.