Your Logo Here

Contact Information: Communications Contact Name

Phone E-mail

FOR IMMEDIATE RELEASE: (date) This is the date that you want the information released.

TITLE HERE

City, State (Someplace special, Minn.) – Your opening contains your most important information. Anywhere from three to five sentences, it should include the who, what, when and where of your story.

The next paragraph goes into more detail. If it’s an event, this is a great place to go into more detail about why it’s important and why it’s taking place.

The third paragraph is a great place to insert a quote, either from your organization’s leadership or someone in the community who is engaged in the event.

If you need a fourth paragraph, tie up any loose ends or additional details.

Your final paragraph should be no more than two or three sentences about your organization for background.