

Insert your organization's logo or letterhead

Contact Name
Contact Phone
Number Address for the Event

MEDIA ADVISORY

Insert Catchy One-Line Headline or Name of Event in Italics

WHAT: [Insert brief, one-paragraph description of your event and significant participants]

WHO: [Add full names of speakers and other relevant persons of interest to the media]

[full name and title]

WHEN: [Insert date], [Insert time]

WHERE: [Add location]

WHY: [Give reasons for the event taking place. Cite local statistics, too, if relevant and available]

HOW: For interviews or additional information please contact [Insert full name, telephone number, and email address.]

**If there is a good photo or video opportunity at your event, insert a note about it here.*